

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD13813546
POSITION NO: 243201
POSITION TITLE: Accountant

DATE POSTED: 03/21/17
CLOSING DATE: 04/03/17

DEPARTMENT NAME / WORKSITE: DCD/ Administrative Service Center/ Baca, NM
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB63A
WORK HOURS: 8 am- 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 37,065.60 PER ANNUM
SEASONAL: DURATION : _____ \$ 17.82 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs professional accounting and related processing, reporting and control functions of moderate difficulty, including transaction processing, payroll accounting, financial system control, cost analysis, budget support, internal and external billing, internal audit reviews, project accounting and financial accounting and reporting; and performs related work as assigned. Performs a wide range of detailed complex accounting and advisory functions pertaining to assigned fund area, accounts or department; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews and approves expenditures, personnel and purchasing documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies and objectives. Performs a wide range of detailed complex accounting and advisory functions pertaining to assigned fund area, accounts or department; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews and approves expenditures, personnel and purchasing documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies and objectives. Interprets data and points out trends or deviations from standards; prepares accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data; prepares journal entries, maintains complex ledgers, prepares detailed cost accounting information; reconciles and analyzes reports and ledgers. Monitors compliance with Generally Accepted Accounting Principles (GAAP) and Navajo Nation regulations; researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned functions; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of accounting experience.

Special requirements

Special Knowledge, Skills and Abilities:

Knowledge of Generally Accepted Accounting Principles (GAAP).
Knowledge of public relations/customer service principles, practices and techniques.
Knowledge of computerized accounting systems and applications including general software applications.
Knowledge of accounting principles, practices and procedures.
Skill in preparing detailed and complex numerical computations and reports.
Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems.
Skill in communicating technical concepts, both orally and in writing.
Skill in establishing and maintaining effective working relationships.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.