THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0839876**	DATE POSTED:	**03/30/15**
POSITION NO:	**934408**	CLOSING DATE:	**04/10/15**
POSITION TITLE:	**ACCOUNTANT**		
DEPARTMENT NAME / WORKSITE:	**DNR - Historic Preservation - Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB63A
WORK HOURS:	8:00 AM - 5:00 PM	PART TIME:	☐	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Work under the supervision of the Department Manager, handle grants management pursuant to the Navajo Nation policies, OMB A-87 Circulars and the Federal Assistance Manual. Maintain, monitor, and administer department/programs' day-to-day accounting, planning, and coordinating of financial activities for primary P.L. 93-638 contract, department General Fund account, two (2) National Park Service grants, and Bureau of Reclamation funded program. Prepare/serve as Budget Liaison with the Division of Natural Resources annual budgets process for above funding sources with each program receiving individual appropriation. Compile and prepare necessary resolutions for standing committees for 164 Review process. The 638 budget preparations are done on a continual basis due to modification constantly arising either increasing/decreasing funding or changes occurring by appropriation.

Prepare and compile monthly, quarterly and fiscal year expenditure reports for all seven programs; prepare the 638 quarterly and annual final report by appropriation for/to Contract Accounting for submittal to BIA. Prepare and process contract/consultant agreement directly relevant to the department/programs. Ensures sufficient funding in all line items, utilizing appropriate business unit numbers. Complies and prepares financial expenditures and balances in a report form on a monthly, quarterly, and annual basis. Responsible for reconciliation of FMIS reports to ensure that errors are corrected.

Provide technical assistance through formal/informal training to program managers, interpreting accounting reports, and statements and identifying problem areas. Insure program operating policies' and procedures are in accordance with scope of work stipulated by funding source(s). Assists with or prepares responses to audit inquiries/discrepancies.

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.

Preferred Qualifications:

- Proficiency in computerized accounting systems and applications, including general software applications.
- A Master's degree in Accounting, Finance, Business Administration or closely related field.

Special Requirements:

- Possess a valid state driver's license.

(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:

Bookkeeping and government accounting; computer accounting; development of automated spreadsheet and word processing; Knowledge of Tribal and Federal financial processes, knowledge of accounting principles/procedures. Proficient in computer applications of various spreadsheet and data management.

Knowledge of Generally Accepted Accounting Principles (GAAP).

Demonstrate a positive attitude about profession and service. Must have the ability to work both independently and as a member of a team. Must be able to exercise tact and diplomacy, and demonstrate both strict professionalism and be amiable.

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.