

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:+ 00C02815165

DATE POSTED: 04/09/18

POSITION NO: 244197

CLOSING DATE: 04/20/18

POSITION TITLE: Accountant

DEPARTMENT NAME / WORKSITE: Office of the Controller/Window Rock AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AI63A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 37,627.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 18.09 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Accounting Supervisor performs reconciliation, monitoring and reporting of External Fund accounts. Prepares all reports to funding agencies. Provides support to the program accountants, ensures all account files are up to date on a daily basis. Reviews all incoming documents according to budget and grant guidelines. Creates folders for maintaining assigned business units. Assists with audit findings for assigned Business Units.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelors Degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of professional accounting experience.

Special Requirements:

- A favorable background investigation.

(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:

FMIS

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