THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0283070** | Date Posted: **04/11/11**

POSITION NO: **242358** | Closing Date: **04/22/11**

CLASS CODE: **1519**

POSITION TITLE: **ACCOUNTANT**

DEPARTMENT NAME: **Office of the Controller--Investments Section**

DEPARTMENT NO: **28** | WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:
Days: **Monday-Friday**
Hours: **8am - 5pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R63A**

SALARY:
$ **34,944.00** Per Annum
$ **16.80** Per Hour

DUTIES AND RESPONSIBILITIES:

Performs a wide range of detailed/complex accounting and advisory functions pertaining to funds with direct investments; ensures direct investments are in compliance with funding and reporting requirements set forth by credit agreements and applicable accounting procedures; assist in the reallocation of the Navajo Nation's investment portfolio to include direct investments. Interprets investment data and points out trends or deviations from the norm; uses investment data to assist in development of fiduciary, special revenue and retirement budgets; prepares journal entries, and maintains complex ledgers; reconciles and analyzes reports and ledgers. Monitors the cash suspense accounts of all casinos of the Navajo Gaming Enterprise per Navajo Nation Council Resolution and Credit Agreements; will initiate and record any cash transfers between the various gaming accounts and to the Navajo Nation; will review and complete all draw request submitted to the Nation by the Gaming Enterprise; will assist in the development of budget for the gaming development fund.

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 decision affecting assigned function; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's Degree in Accounting, Finance, Business Administration, or closely related field.; and

Experience:

One (1) year of accounting experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of Generally Accepted Accounting Principles (GAAP); Knowledge of Investment Portfolio Theory; Knowledge of computerized accounting systems and applications including Microsoft Office Suite; Skill in public relations/customer service and presentations; Skill in developing and maintaining spreadsheets & databases;

License/Certification Requirements:

PREFERRED: A valid drivers license is required.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***