

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR01220901

DATE POSTED: 04/12/21

POSITION NO: 947953

CLOSING DATE: OUF

POSITION TITLE: Minerals Auditor

DEPARTMENT NAME / WORKSITE: DNR/Minerals Department / Window Rock, Arizona

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BJ65A

WORK HOURS: 8 am - 5 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 47,877.84 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 22.93 PER HOUR

NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Performs audits and compliance reviews of moderate difficulty to ensure mineral extractive companies are in compliance with applicable Federal and Navajo Nation laws, regulations and lease terms. Reviews companies' mineral production, revenue, and royalty accounting records; reviews **company** accounting processes associated with production, revenue and royalty calculations to assess internal controls, perform risk and fraud assessments, prepare system surveys and prepare audit plans; **verifies** production, **revenue and royalties reported to governing agency and corresponding royalty payments to the Navajo Nation**; reviews and analyzes sales contracts, processing and transportation agreements; **communicates** with company officials and federal agencies. Incumbent is required to perform research, compile, review and analyze evidence, and prepare audit schedules. Auditor is required to draft written audit work papers, summarize testing, and draft issue letters and audit reports. Incumbent will ensure company compliance with other associated lease obligations, such as lease rental payments, scholarship payments, and minimum royalties. **Incumbent will also be assigned other duties to support program goals and to ensure compliance with Navajo Nation policies and procedures, governing agency requirements, and internal audit requirements.**

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's Degree in Accounting, Business Administration, or a closely related field, which includes twenty-four (24) college credit hours in accounting or auditing; and two (2) years auditing experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Incumbents in this classification must meet qualification standards and must perform duties in accordance with Government Auditing Standards issued by the Comptroller General of the United States. Incumbents must meet the qualifications set forth under the Audit Standards of the Cooperative Agreement.
- Possess a valid state driver license.
- 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:**

Skill in effectively communicating technical concepts orally and in writing.

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