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

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| REQUISITION NO: | **OOC02813681** | DATE POSTED: | **04/17/17** |
| POSITION NO: | **202533** | CLOSING DATE: | **OUF** |
| POSITION TITLE: | **Accounting Supervisor (S)** | | |
| DEPARTMENT NAME / WORKSITE: | **Office of the Controller / General Accounting Section / Window Rock, AZ** | | |

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| WORK DAYS: | Monday-Friday | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB67A |
| WORK HOURS: | 8am-5pm | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 52,062.40 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 25.03 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Meets accounting financial standards by providing accounting department annual budget information; monitoring expenditures; Approves ledger entries by auditing transactions; supports annual audit by providing information and answers to auditors; Maintains financial security by adhering to internal controls; Accomplishes accounting and organization mission by completing related results as needed; Meets accounting operational financial standards by contributing financial information to strategic plans and reviews; implements production, productivity, quality, and customer-service standards; resolving problems; identifying system improvements; Accomplishes accounting human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures; Compile financial statements in GASB format; Highly organized and able to multi-task and compile reports as needed for management, the Controller, Presidents Office, and Legislative Branch; compiles yearly revenue projections for General Fund, Special Revenue, Fiduciary and Proprietary; compiles research of resolutions, Navajo Nation code and Accounting standards.

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

**Minimum Qualifications:**

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and four (4) years of progressively responsible administrative or management work experience involving financial and accounting systems, budget and fiscal policy analysis and information systems; two (2) years of which must have been in a lead or supervisory capacity.

**Special Requirements:**

- A favorable background investigation is required.

***(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:**

Knowledge of public relations/customer service principles, practices and techniques. Knowledge of computerized accounting systems, and applications including general software applications. Skill in researching, compiling and analyzing governmental practices. Skill in effectively communicating technical concepts orally and in writing. Skill to establish and maintain effective working relationships. Skill in multitasking and meeting deadlines in a professional manner. Knowledge of reporting and compiling financial statements. knowledge of the Navajo Nation government and its functions as it relates to finances.

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