

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0449996

DATE POSTED: 04/20/15

POSITION NO: 203494

CLOSING DATE: OUF

POSITION TITLE: Accountant

DEPARTMENT NAME / WORKSITE: Department of Dine' Education-Administration Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB63A

WORK HOURS: 8 am to 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 37,065.60 PER ANNUM

SEASONAL: DURATION : _____ \$ 17.82 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Performs a wide range of detailed/complex accounting and advisory functions pertaining to assigned fund area, accounts or department budgets; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews expenditures for approval, personnel and purchasing documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies and objectives. Prepares accounting reports and statements for the Navajo Nation Board of Education, OMB, OCG, and OP/VP, i.e.: detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data; prepares journal entries, maintain complex ledgers, prepares detailed cost accounting information; reconciles and analyzes reports and ledgers. Oversees development of Professional Services Contracts and monitors Grant Agreements with Dine' College, Northern Arizona University, Navajo Technical University, and Navajo Preparatory and recommends payment of invoices. Provides technical assistance to Grant and Contract schools, upon request; regarding professional accounting, internal audit reviews, and related financial compliance and reports. Serves as a resource for the thirteen (13) Department programs on budgetary assessments, coordination of budget information for annual Fiscal Year presentations and the interpretation of financial data for management decisions, implementation and approval by the Oversight Committees of the NN Council. Attends management and Oversight Committee meetings. Is the Contact Person for External Funded Programs.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Business Administration, Finance or closely related field; and one (1) year of accounting experience.

Preferred Qualifications:

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

Special Requirements:

(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 Generally Accepted Accounting Principles (GAAP); public relations/customer services, practices and techniques; computerized accounting systems, and applications; including, general software/Navajo Nation Financial Management Information System (FMIS). Skilled in performing detailed and complex numerical computations; and maintain an effective working relationship with Department programs and with Navajo Nation employees of diverse backgrounds.

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