

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

REQUISITION NO: DOH1207790

Date Posted: 05/06/13

POSITION NO: 940246

Closing Date: 05/17/13

CLASS CODE: 1519

POSITION TITLE: Accountant

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 120 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R63A

Days: M-F

Permanent:

SALARY:

Hours: 8:00 am-5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 34,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 16.80 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Manage and advise Senior Center accounts with multiple funding sources and numerous fiscal start dates. Shall perform a wide range of detailed complex accounting and advisory functions pertaining to multiple funding sources and multiple accounts. Ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; review and approves expenditures, personnel and purchasing documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies and objectives.

Interprets data and points out trends or deviations from standards; prepares accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data; maintains complex ledgers for multiple accounts, prepares detailed cost accounting information; reconciles and analyzes reports and ledgers. Monitors compliance with Generally Accepted Accounting Principles (GAAP) and Navajo nation regulations; researches and analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned functions; review statements of accounting information and other reports provided by the Navajo Nation

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

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

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)***

**Special Knowledge, Skills and Abilities:**

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both Navajo and English Language as a condition of employment.

**License/Certification Requirements:**

***Position requires a background check and relevancy assessment prior to employment.***

**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*