# THE NAVAJO NATION Department of Personnel Management JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR	05813843		DATE POSTED	D:	05/17/17
POSITION NO: 240196			CLOSING DATE:		OUF
POSITION TITLE:	_	Accountant			
DEPARTMENT NAME / WORKSITE: DNR / Parks		ation / Window Rock, AZ			
WORK DAYS: Varies	REGULAR FULL TIME:		GRADE/STEP:		AB63A
WORK HOURS: Varies	PART TIME:	□ NO. OF HRS./WK.:	\$	37,065.60	PER ANNUM
-	SEASONAL:	DURATION:	\$	17.82	PER HOUR
	TEMPORARY:	DONATION.			

### **DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs accounting duties, will have control and maintenance of accounting records, will assist in preparation of Department's budget and other closely related financial management transactions, work performed required a broad practical knowledge of the accounting profession: Prepares reviews and process financial documents; validates, controls, and maintains accounting transactions and accounting records involving the department's budget accounts; will reconciliations of subsidiary ledgers with central general ledgers having a variety of transactions; be able to research ledgers and makes proper adjustments; assures agreement among reconciled account; reviews records to identify source of discrepancies and brings account into balance; abstracts financial data reflecting financial condition and operating status of department or program; closes accounts and prepares balance sheets and financial statements. Prepare a revenue projects for budget preparation. Receives and reviews purchase requisitions/orders; requests of payment, invoices, budget transfers/modifications, travel authorizations and other documents filed against obligated funds; certifies payment to assure compliance with obligation; maintains and makes necessary adjustments to various records; sorts documents and posts, debits/credits to proper accounts; balance entries and make necessary corrections; records simple department records; sorts documents and posts debits/credits to proper accounts; balance entries and make necessary corrections; answers questions/inquiries regarding work being performed; prepares forms or encodes materials for data input or record keeping; prepares or checks invoices, requisitions and other documents for processing; Reconcile expenditure against the FMIS monthly. Verifying billing statements and prepared for authorization; checks for accuracy, completeness and compliance with tribal regulations; compiles numerical and statistical information for report purposes or financial statements; generates a variety of reports from compute records; makes checks relatively complex numerical and statistical calculations; processes specialized information, reports and forms into the financial accounting system; contacts various Nations personnel and vendors to resolve discrepancies or problems. Perform the personnel management function; regularly evaluate all staff to ensure their adherence to personnel policies and procedures; perform the public relations function, including meetings with the vendors, local residents, chapters, and other tribal entities, supervise staff involved in public contact duties; and prepare necessary training; and other duties assigned by supervisor

## QUALIFICATION REQUIREMENTS: (Education, Experience and Training) Minimum Qualifications:

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

#### **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 Generally Accepted Accounting Principles (GAAP); knowledge in accounting methods and practices to accurately conduct analysis and to validate transactions including the resolution or inconsistencies; knowledge of accounting, budget preparations, financial transactions with tracking and recording budget transactions; knowledge of automated accounting practice to reconcile errors; knowledge of basic business math; bookkeeping practices and principles; knowledge of public relations/customer service principles, practices and techniques; Skills in preparing and maintain accurate records, reports and files system; sill in understanding and following oral and written directions; in utilizing compute spreadsheets, MS Excel Software to research, maintain and update records and files; Skill in establishing cooperative work relationships with other Nation personnel, vendors and other contact personnel in the course of work. Knowledge in the Navajo Financial Management Information System (FMIS) system.

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

Revised: 02/26/2014