

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

REQUISITION NO: OPV15423719

DATE POSTED: 05/16/22

POSITION NO: 244923

CLOSING DATE: Open Until Filled

POSITION TITLE: Associate Accountant

DEPARTMENT NAME / WORKSITE: Fiscal Recovery Fund Office / Window Rock, AZ

WORK DAYS: MON - FRI REGULAR FULL TIME:  GRADE/STEP: BQ62A

WORK HOURS: 40/week PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 38,836.80 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 18.60 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Ensure that Navajo Nation Fiscal Recovery Fund (FRF) Office and American Rescue Plan Act (ARPA) / Fiscal Recovery Fund (FRF) recipients are in compliance with the Navajo and Federal codes and regulations. Maintains open communication internal and external to provide advice and assistance to ensure that the NNFRFO's objectives are met to fulfill all FRF projects. Streamline department's operation is in accordance with all Navajo Nation and Federal policies and procedures. Interprets policies and procedures to supplement or improve existing policies or procedures in consultation with department's team leaders and Executive Director. Monitors personnel costs for all ARPA/NNFRF accounts. Prepares bi-monthly ARPA/NNFRF budget summary reports; reports will be posted on to the NNFRFO website to promote financial transparency of ARPA/NNFRF funding. Assists in review of American Rescue Plan Act (ARPA) and Navajo Nation Fiscal Recovery Fund (FRF) budgets and assists in preparing financial reports in collaboration with the Principal Accountant. Collaborates with Navajo Nation offices and other businesses in relaying ARPA/NNFRF budget information. Travel may be authorized for any inquiring meetings for potential contracts, project oversight, and other applicable meetings that may follow.

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

**Minimum Qualifications:**

- A Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(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 accounting principles, concepts and practices to successfully perform and complete assignments, and to gain practical understanding and experience in the accounting profession. Knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of accounting principles, practices and procedures. Knowledge of public relations/customer service principles, practices and techniques. Knowledge of computerized accounting systems and applications including general software applications. Skill in preparing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spreadsheets and word processing systems. Skill in communicating effectively both orally and in writing. Skill to establish and maintain effective working relationships.

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