

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8503180

Date Posted: 05/23/11

POSITION NO: 942498

Closing Date: 06/07/11

CLASS CODE: 1518

POSITION TITLE: SENIOR ACCOUNTANT * *

DEPARTMENT NAME: NAVAJO HEAD START - Western Navajo Agency

DEPARTMENT NO: 850 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V65A

Days: M-F

Permanent:

SALARY:

Hours: 40 h/per week

Temporary:

Duration: _____ \$ _____ Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 20.94 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a wide range of professional accounting work of considerable difficulty requiring expert knowledge and professional application of a number of accounting principles, practices & techniques; serves as an expert and lead professional accountant; performs related work as assigned. Performs accounting work that aides in the resolution of management problems, researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned ledger system. Handles difficult accounting activities. Develops and maintains a complex automated accounting system to produce and track expenditures and all pertinent financial information; advises and assists management on accounting and financial management matters; examines and interprets accounting data and records and reports; analyzes variable program operation.

Assist in coordinating the work of other accountants in managing programs; plans and carries out assignments applying accounting concepts to resolve management problems, which may have a long term impact on the Nation; resolves problems that require considerable innovation; develops recommendations where critical findings are presented to management for actions and analyzes variable program operation.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Accounting, Business Administration, or closely related field; and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems; or a Master's degree in Accounting, Business Administration, or closely related field; and one (1) year of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

(To receive full credit for education/training, applicant must submit copies of transcripts, degree, diploma, certificates, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal accounting operations, accounting principles, theory and practices including governmental accounting. Knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles. Knowledge of computerized accounting systems and applications including general software applications. Skill in performing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spreadsheet and word processing systems.

License/Certification Requirements:

Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment. Valid state driver's license, **preferred** and will obtain Navajo Nation Vehicle Operator's Permit and First Aid/CPR certification.

**** UNION POSITION**

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