

**NAVAJO NATION  
DEPARTMENT OF PERSONNEL MANAGEMENT  
JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DODE70113895  
 POSITION NO: 946684  
 POSITION TITLE: \_\_\_\_\_

DATE POSTED: 06/05/17  
 CLOSING DATE: OUF

Senior Accountant (S)\*\*

DEPARTMENT NAME / WORKSITE: DODE/Navajo Head Start - Central Administration, Window Rock, AZ

	REGULAR FULL TIME: <input checked="" type="checkbox"/>		GRADE/STEP: <u>AG65A</u>
WORK DAYS: <u>Mon-Fri</u>	PART TIME: <input type="checkbox"/>	NO. OF HOURS/WEEK: _____	\$ <u>47,049.60</u> PER ANNUM
WORK HOURS: <u>40 hrs./week</u>	SEASONAL: <input type="checkbox"/>	DURATION: _____	\$ <u>22.62</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Performs accounting work that aids in the resolution of management problems; recommends alternatives to management when accounting data indicates trends or situations requiring action to be taken beyond scope of responsibilities; establishes or revises procedures and/or operating policies of assigned function; researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned function; prepares accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections; reviews statements of accounting information and other reports provided by the Nation's general ledger system; provides technical advice and services to lower level accountants or programs staff with complex problems or special projects; handles difficult accounting activities. Assists in coordinating the work of other accountants in managing programs; plans and carries out assignments by 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 action; 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, records and reports; analyzes variable program operation.

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

**Minimum Qualifications:**

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

**Special Requirements:**

- A favorable background investigation is required.
- Works involves a minimum of physical effort in an office setting.

***(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 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 accounting principles, practices and procedures. Knowledge of business practices relating to the maintenance of accounts and financial records. 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 spread sheet and word processing systems. Skill in analyzing financial systems, procedures and controls. Skill in communicating complex technical concepts, both orally and in writing. Skill in establishing and maintaining effective working relationships.

**UNION POSITION\*\***

***Incumbent must abide by program standards of conduct.***

**SENSITIVE POSITION**

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