

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD0293217

Date Posted: 06/06/11

POSITION NO: 240859

Closing Date: 06/17/11

CLASS CODE: 1518

POSITION TITLE: SENIOR ACCOUNTANT

DEPARTMENT NAME: DIVISION OF COMMUNITY DEVELOPMENT ADMINISTRATION

DEPARTMENT NO: 29 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R65A

Days: Mon - Fri Permanent: SALARY: _____

Hours: 80 Temporary: Duration: _____ \$ 41,516.80 Per Annum

Part-Time: No. of Hrs/Wk: _____ \$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Provide technical assistance and coordinate accounting activities with the LGSC Agency Senior Accountants and DCD departments. Plans, organizes, and participates in the work of a group of professional employees engaged in accounting and bookkeeping at the LGSC Agency Office and the 110 Chapters. Assure accountability by reviewing all transactions of tribal and external funds and resources, with guidelines, including the enforcement of compliance with policies, rules, regulations and laws of the Navajo Nation. Establish, collect, maintain, analyze and disseminate information relevant to promoting and enhancing chapter accounting system. Identify and recommend changes in the fiscal laws and regulations of the Navajo Nation to reduce or eliminate barriers to progress of community development projects. Provide comprehensive reports, including responses to Conditions of Appropriation and Legislative Concerns for the LGSC Agency Offices and 110 Chapters. Assist the Auditor General Office to resolve audit deficiencies and reports findings and makes recommendations to appropriate LGSC Agency Offices.

Assist the Division Director with managing all funds appropriated for community development in a fiscally responsible manner and enforce compliance applicable to approved contracts and legislation. Assist the Division Director in the annual budget development and preparation process. Develop and maintain an automated accounting system to produce and track expenditure and all pertinent financial information.

Assist the IT group in establishing and maintaining a department programmatic database for information networking on budgeting and financial reporting. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Accounting, Finance, Business Administration, or closely related field; and two (02) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems; or a Master's degree in Accounting, Finance, Business Administration, or closely related field; and one (01) year of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

Experience:

Experience with the new implemented Navajo Nation financial system is a definite plus. **MUST BE ABLE TO SPEAK NAVAJO, preferred.**

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, 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 to include 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. Skill to establish and maintain effective working relationships.

License/Certification Requirements:

Valid State Driver's License, **preferred.**

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