

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

REQUISITION NO: DSS15315610  
POSITION NO: 903457  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 06/07/18  
CLOSING DATE: 06/27/18

**Accountant**

DEPARTMENT NAME / WORKSITE: Department of Family Services/Window Rock, Arizona

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>A163A</u>
WORK HOURS: <u>8 am to 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>37,627.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>18.09</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	DURATION : _____

**DUTIES AND RESPONSIBILITIES:**

Performs a wide range of complex accounting and advisory functions pertaining to 638 Administration/Welfare, Low Income Home Energy Assistance (LIHEAP), and Community Service Block Grant (CSBG) accounts and expenditure for each federal grant year. Ensures expenditure control and compliance with funding and reporting requirements and applicable procedures. Reviews and approves expenditures, personnel and purchasing documents for availability of funding. Prepare accounting reports and statements, detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data. Prepare journal entries, maintain complex ledgers, prepare cost accounting information. Reconcile and analyze reports and ledgers, use independent judgment in a variety of daily and non-routine decisions affecting assigned functions. Review statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system. Attends administration staff meetings, trainings and conferences.

**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.
- 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 Generally Accepted Accounting Principles (GAPP); Knowledge of public relations/customer service principle; knowledge of computerized accounting systems and applications including general software applications; knowledge of accounting principles, practices and procedures. Skilled in preparing detailed and complex numerical computations and reports; skilled in developing and monitoring complex multi-fund and source budgets using automated spread sheet and work processing systems; skilled in communication technical concepts, both orally and in writing; skilled in establishing and maintaining 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.**