

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS15323947

DATE POSTED: 06/07/22

POSITION NO: 940858

CLOSING DATE: 06/27/2022 by 5 pm

POSITION TITLE: Senior Accountant

DEPARTMENT NAME / WORKSITE: Division of Social Services - Department of Family Services / Window Rock, AZ

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| WORK DAYS: <u>Monday to Friday</u> | REGULAR FULL TIME: <input checked="" type="checkbox"/> | GRADE/STEP: <u>BQ65A</u> |
| WORK HOURS: <u>8 a.m. to 5 p.m.</u> | PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____ | \$ <u>49,318.56</u> PER ANNUM |
| SENSITIVE <input checked="" type="checkbox"/> | SEASONAL: <input type="checkbox"/> DURATION: _____ | \$ <u>23.62</u> PER HOUR |
| NON-SENSITIVE <input type="checkbox"/> | TEMPORARY: <input type="checkbox"/> | |

DUTIES AND RESPONSIBILITIES:

Monitor and ensure compliance with all federal, state, and tribal regulations. Ensure compliance and accountability of all Department of Family Services funds (General Fund, 638, and external). Prepare, monitor and maintain annual budgets for all Department funds. Prepare all budget authorization forms, budget revision signature authorization forms, and the expenditure authorization forms for all business units. Prepare and maintain all budget revisions and budget modifications. Setup ledgers and enter/record budgets, budget revisions, and budget modifications into the respective general ledger for all business units. Submit required documents to close out business units not being utilized. Prepare and submit all monthly, quarterly, and annual reports. Run the open commitment reports and monitor on a monthly basis and work with accountants to ensure open commitments are close prior to year-end. Monitor budgets to ensure funds are being expended. Communicate with all Department field staff on budget status. Prepare and deposit any checks addressed to the Department. Work with accountants to identify the correct business to credit the deposit and/or work with the vendors. Develop and prepare procedures for financial processing and reporting. Maintain a record of all funding contracts and budget documents for audit purposes. Conducts monthly financial review on all budgets and business units and provide a report. Review accounting information, run reports and export data from the Navajo Nation's Financial Management Information System (FMIS). Assist with scanning of documents pertaining to budgets. Provide accounting advice and guidance to all staff. Provide FMIS 6B procurement training. Obtain a role in the 6B procurement process and the document log in the FMIS. Assist with yearly audit. Uses independent judgement in a variety of daily and non-routine decisions affecting assigned function. Performs other work-related assignments given by the Senior Programs & Projects Specialist and the Department Manager III. Work closely with and maintain an effective communication with all internal and external entities. Attend meetings retaining to assignments or as delegated.

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.
- A valid state driver's license. Within ninety (90) days of hire, must obtain a Navajo Nation Vehicle Operator's Permit. Within six (6) months of employment, must complete mandatory training and pass required examination to be certified for access to the Financial Management Information System (FMIS). Within six (6) months of employment, must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

(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: P.L. 93-638 and P.L. 97-35; Generally Accepted Accounting Principles (GAAP); Governmental accounting and budgeting principles; computerized accounting systems and applications including general software applications; accounting principles, practices and procedures; business practices relating to maintenance of accounts and financial records; public relations/customer service principles, practices, and techniques.

SKILL IN: preparing detailed and complex numerical computations and reports; developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems; communicating technical concepts, both orally and in writing; 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.