

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

REQUISITION NO: OOC02823982

DATE POSTED: 06/10/22

POSITION NO: 245026

CLOSING DATE: 06/30/2022 by 5pm

POSITION TITLE: Associate Accountant

DEPARTMENT NAME / WORKSITE: Office of the Controller/NN Fiscal Recovery Fund Office/Window Rock AZ

WORK DAYS: M-F REGULAR FULL TIME:  GRADE/STEP: BQ62A

WORK HOURS: 40 wk PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 38,836.80 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 18.60 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Working with ARPA FRF K Business Units monitoring assigned accounts on a daily basis reviewing expenditures ensuring they are allowable per Grant Requirements. Approving on line Purchase Requisitions, Reviewing Personnel Action Forms and payroll documents for ARPA FRF Office, General Office duties faxing scanning attending meetings, Federal Reporting to US Treasury, Reviewing 164 packets for ARPA FRF Offices, Other duties as assigned.

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

**Minimum Qualifications:**

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field.

**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:**

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