THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	OOC02824076	DATE POSTED:	06/21/22
POSITION NO:	242358	CLOSING DATE:	07/12/2022 by 5pm
POSITION TITLE:	**Accountant**		
DEPARTMENT NAME / WORKSITE:	Office of the Controller - General Accounting Section, Window Rock, Arizona		
WORK DAYS:	Monday-Friday	REGULAR FULL TIME: ☑	GRADE/STEP: BQ63A
WORK HOURS:	8am-5pm	PART TIME: ☐ NO. OF HRS./WK.:	$ 41,488.56 PER ANNUM
SENSITIVE	☑	SEASONAL: ☐	$ 19.87 PER HOUR
NON-SENSITIVE	☐	TEMPORARY: ☐ DURATION :	

DUTIES AND RESPONSIBILITIES:

Performs a wide range of detailed/complex accounting and advisory functions pertaining to funds with direct investments; ensures direct investments are in compliance with funding and reporting requirements set forth by credit agreements and applicable accounting procedures. Reconciles deposits, payments and account ledgers; creates reports over all funding types; uses investment data to assist in development of fiduciary, special revenue, gaming development fund, gaming revenue distribution fund, chapter budgets and retirement budgets; prepares journal entries, and maintains complex ledgers; monitors the cash suspense accounts of all casinos of the Navajo Gaming Enterprise per Navajo Nation Council Resolution and Credit Agreements; will initiate and record any cash transfers between the various gaming accounts and to the Navajo Nation' will review and complete all draw request submitted to the Nation by the Gaming Enterprise; will assist in the development of budget for the gaming development fund; reads legislations and prepares for meetings with Gaming Enterprise, Gaming Regulatory; Navajo Nation standing committees, Navajo Nation sub-committees, assists in quarterly reporting for the Controller's Office, assists with the Navajo Nation financial audit, monitors compliance with Generally Accepted Accounting Principles (GAAP) and Navajo Nation regulations; researches, analyzes and uses independent judgement in a variety of daily and non-routine decision affecting assigned function; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system.

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:

- Posses a valid driver's license.
- A favorable background investigation.

(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 (GAAP).
Knowledge of public relations/customer service principles, practices and techniques.
Knowledge of computerized accounting systems and applications including general software applications.
Knowledge of accounting principles, practices and procedures.
Skill in preparing detailed and complex numerical computations and reports.
Skill in developing and monitoring complex multi-fund and sources budgets using automated spread sheet and word processing system.
Skill in communicating technical concepts, both orally and in writing.
Skill in establishing and maintaining effective working relationships. Knowledge of Tribal Gaming.

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