

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

REQUISITION NO: 00C02824101  
POSITION NO: 211270  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 06/23/22  
CLOSING DATE: 07/29/22

**Controller**

DEPARTMENT NAME / WORKSITE: Office of the Controller/Window Rock, Arizona

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>DOE</u>
WORK HOURS: <u>8AM-5PM</u>	PART TIME: <input type="checkbox"/>	\$ <u>DOE</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>DOE</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Under administrative direction, performs work of unusual difficulty in directing the internal financial administration of the Navajo Nation; maintains control over the internal financial transactions of the Navajo Nation government including the direction and coordination of the central bookkeeping and accounting records; performs related work as required. Advised elected and/or appointed officials on fiscal and Navajo Nation policies and procedures and revenues and current and future expenditures; plans and directs financial analysis, forecasting, budgeting and reporting activities to support overall financial management of the Navajo Nation; develops long range plans and strategies for the development and use of the Nation's financial and fiscal resources; provides advice and recommendations on long range plans, forecasts and strategies; provides guidance to the Navajo Nation Council, Standing Committees, Council Delegates and administrative personnel on interpretation of financial data, analysis of trends and appropriate administrative actions. Consults and reviews the work of section heads; sets forth desired objectives; develops controls and methods for assuring fiscal and financial integrity; develops and implements accounting procedures and policies and directs change in existing systems and methods; prepares comprehensive financial statements and reports; participates in meetings with the Indian Health Services, Navajo Nation Enterprises, Bureau of Indian Affairs and other federal and state agencies.

**Minimum Qualifications:**

A Bachelor's Degree in Accounting or Finance; and eight years of progressively responsible experience in governmental finance and accounting administration. A Master's degree in Business Administration, Accounting or Finance. A Certified Public Accountant, Chartered Financial Analyst or Certified Internal Auditor.

**Special Requirements:**

Certification as a Certified Public Accountant; a favorable background check.

**<<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 governmental accounting and the principles and practices of public financial administration, including automated accounting systems. Knowledge of auditing, budget preparation and reporting systems, investment performance and analysis and revenue forecasting. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to investments, auditing, budgeting and accounting. Skill in developing and analyzing financial systems, procedures and controls, budgets and revenue forecasts and coordinating complex fiscal control systems. Skill in managing staff and complex internal relationships, providing advice and counsel to tribal and other governmental officials. Ability to plan, organize and direct the work of several operating units engaged in a variety of financial activities. Ability to prepare, interpret and analyze highly complex financial records and reports.

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