THE NAVAJO NATION
Department of Personnel Management

JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB00824124
DATE POSTED: 06/24/22
POSITION NO: 204706
CLOSING DATE: 07/22/2022 by 5pm

DEPARTMENT NAME / WORKSITE: Navajo Election Administration / Window Rock, AZ

WORK DAYS: Monday-Friday
REGULAR FULL TIME: ☐
GRADE/STEP: BQ65A
GRADE/STEP: ☐
PART TIME: ☐
NO. OF HRS./WK.: ☐
$ 49,318.56 PER ANNUM
SENSITIVE: ☐
SEASONAL: ☐
$ 23.62 PER HOUR
NON-SENSITIVE: ☐
TEMPORARY: ☐
DURATION: ☐

DUTIES AND RESPONSIBILITIES:
Prepares budget for the Navajo Board of Elections Supervisors (NBOES) and Navajo Nation Election Administration (NEA) using detail/complex accounting functions and assist Executive Director in presenting budgets to Office of the Speaker, Budget and Finance Committee, NABI, and Navajo Nation Council. Prepares and tracks all section 164 review documents related to NBOES and NEA budgets. Reviews and processes all expenditure documents for availability of funds, accuracy, and compliance with established Generally Accepted Accounting Principles, the NN Budget Instructions Policies Manual, NN Procurement Policies and Procedures, NN Travel Policies and Procedures, Section 164 Review Process, and all related codes and regulations. Reviews and reconciles budgets on a monthly basis using FMIS System, Interprets data to identify trends and patterns in fund balances. Prepares accounting reports, ledgers and statements for review by Director; such as general ledgers. Prepares financial analysis for proposed budgets revisions as needed. Uses computerized system for accounting purposes (Microsoft Programs, FMIS, etc.) and software to monitor. Assist staff with computer-related problems by providing repair and management of database. Researches and analyzes information using independent judgement in a variety of daily and non-routine assignments that are affecting assigned job duties. Preforms detailed and complex numerical computation and reports. Forecast and projects budget information based on monthly reviews, prepares journal entries, and monitors compliance with Navajo Nation fiscal controls. Provides and prepares realistic projections based on advance mathematical calculations. Performs special assignments relating to financial management activities as assigned by the Executive Director and the Assistant Department Manager related to budget submitted to various committees, NABI, Office of the Speaker, Navajo Nation Council, and OMB. Provides information for NEA and NBOES budget to be submitted to OMB, Office of the Speaker on an annual basis. Other duties and responsibilities as assigned.

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:
• Possess a valid state 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:
Depending upon the needs of the Nation, some incumbents of the class must be required to demonstrate fluency in both the Navajo and English Languages as a condition of employment.

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