

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

REQUISITION NO: **OOC02824143**  
DATE POSTED: **06/27/22**

POSITION NO: **244027**  
CLOSING DATE: **07/29/2022 by 5PM**

DEPARTMENT NAME / WORKSITE: Office of the Controller / Investment Section / Window Rock, AZ

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**DUTIES AND RESPONSIBILITIES:**

Under administrative direction, performs work of considerable difficulty in planning, assigning, supervising, and coordinating accounting activities that includes the day-to-day administration of a centralized accounting unit within the Office of the Controller. Supervises the work of subordinate staff that manages the cash flow and investment of surplus types of funds. Mentors, organizes, trains, motivates, and evaluates a workforce of 5 personnel; answer inquiries, resolve complaints, and advises organizational units on accounting policies and procedures. Manages and monitors the Navajo Nation investment portfolios including the Master Trust, Retirement funds, and investments from internal Navajo Nation programs; prepares and presents investment reports and/or proposals to respective Navajo Nation Committees and Council; evaluates and advises on short term and long term issues and/or opportunities that will impact the Navajo Nation investments; safeguards all cash and short term investment accounts; provides guidance on the Navajo Nation Investment Policy and recommendations.

Evaluates and recommends accounting/financial system changes; assists with and/or prepares responses to audit exceptions; may be delegated in the absence of the Controller.

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

**Minimum Qualifications:**
A Bachelor’s Degree in Accounting, Finance, Business Administration, or closely related field; and six (6) years of progressively responsible or expansive administrative or management work experience involving financial and accounting systems, budget and fiscal policy analysis and information systems; four (4) years of which have been in a supervisory capacity.

**Special Requirements:**
- A favorable background investigation.
- Possess a valid state driver's license.
- FMIS Certification

<<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 general governmental accounting and financial administration principles and practices including automated accounting systems.
Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to auditing, budgeting and accounting.
Knowledge of Investment Portfolio Theory.
Knowledge of typical investment products and terminology (e.g. investment funds, active/passive management, asset classes, etc).
Knowledge of modern office procedures and practices, used in accounting transactions, including recordkeeping and data security methods and techniques.
Skill in developing detailed and complex numerical spreadsheet files and reports, and analyzing financial systems, procedures, and controls.
Skill in applying judgment in the release of confidential information.
Skill in time management. Ability to meet deadlines, achieve, and maintain productivity levels.
Skill in supervising and managing subordinate staff.
Skill in establishing and maintaining effective working relationships with others.

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

Revised: 03.05.18