

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB01121316

DATE POSTED: 06/30/21

POSITION NO: 230178

CLOSING DATE: Open Until Filled

POSITION TITLE: Associate Auditor

DEPARTMENT NAME / WORKSITE: Office of the Auditor General/Window Rock, AZ.

WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: BJ63A

WORK HOURS 8AM-5PM PART TIME: NO. OF HRS./WK.: _____ \$ 40,277.52 PER ANNUM

SENSITIVE SEASONAL: DURATION \$ 19.29 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs beginning level professional auditing work of routine difficulty involving a variety of auditing tasks to gain experience in the program auditing and government accounting. Routine auditing procedures consist of: (1) assists and carries out predetermined audit assignments; (2) applies auditing methods to accomplish tasks; (3) prepares audit work papers in accordance with prescribed auditing standards; (4) prepares clear and concise audit reports in accordance with prescribed auditing standards; (5) conducts non-technical performance audit reviews of Navajo Nation programs; (6) assists seasoned auditors in conducting financial audits of chapters, and corporate entities having contractual arrangement with the Nation, and (7) participates in routine procedural analysis.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

- Incumbents in this classification must meet qualification standards and must perform duties in accordance with Government Auditing Standards.
- 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:

Must meet qualification standards and perform duties in accordance with Government Auditing Standards. Knowledge of accounting and auditing principles, concepts and practices.

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