

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0047927

Date Posted: 07/01/13

POSITION NO: 242696

Closing Date: 07/15/13

CLASS CODE: 1519

POSITION TITLE: Accountant

DEPARTMENT NAME: Navajo Gaming Regulatory Office

DEPARTMENT NO: 4 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 34,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Deputy Executive Director, the incumbent performs a wide range of detailed complex accounting and advisory functions pertaining to assigned NGRO funds; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews and approves expenditures, personnel and purchasing documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies and objectives. Will maintain in-house accounting records such as journal entries, ledgers, labor distribution reports and fund balances. Prepares accounting reports and statements, such as detailed cost and financial analysis and projections. Reconciles and analyzes FMIS reports and ledgers. Will monitor compliance with Generally Accepted Accounting Principles (GAAP) and Navajo Nation regulations. Will research, analyze and use independent judgment in a variety of daily and non-routine decisions affecting assigned function. Will ensure monthly bills are paid and will advise staff on Navajo Nation policies for travel, purchases, and operating budgets.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A Bachelor's degree in Accounting, Finance Business Administration or closely related field, and one (1) year of accounting experience; **OR** a Master's degree in Accounting, Finance, Business Administration or closely related field.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Must possess working knowledge of General Accepted Accounting Principles (GAAP), 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 source budgets using automated spreadsheet and word processing systems. Must have skill in communicating technical concepts, both orally and in writing, and in establishing and maintaining effective working relationships. **PREFERRED:** Must be computer literate in MS Office Suite such as Excel and Word.

License/Certification Requirements:

Must be able to obtain a gaming license/certification from the Navajo Gaming Regulatory Office and the State of Arizona. Must possess a valid state driver's license.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99