

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

REQUISITION NO:	<u>LB01115755</u>	DATE POSTED:	<u>07/03/18</u>		
POSITION NO:	<u>236177</u>	CLOSING DATE:	<u>07/20/18</u>		
POSITION TITLE:	<u>Associate Auditor (2 Positions)</u>				
DEPARTMENT NAME / WORKSITE:	<u>Office of the Auditor General/Window Rock, AZ.</u>				
WORK DAYS:	<u>Mon-Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AI63A</u>
WORK HOURS:	<u>8AM-5PM</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>37,627.20</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>18.09</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**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:**

- A favorable background investigation.
- Incumbents in this classification must meet qualification standards and must perform duties in accordance with Government Auditing Standards.

***(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.**