

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OLS0119839

Date Posted: 08/31/09

POSITION NO: 236177

Closing Date: OUF

CLASS CODE: 1655

POSITION TITLE: Associate Auditor

DEPARTMENT NAME: Office of Auditor General

DEPARTMENT NO: 11 WORKSITE LOCATION: Window Rock, AZ.

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N630A

Days: Mon.-Fri.

Permanent:

SALARY:

Hours: 8 a.m.-5 p.m.

Temporary:

Duration: _____ \$ 33,737.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 16.22 Per Hour

DUTIES AND RESPONSIBILITIES:

Perform professional financial and operational auditing assignments of tribal government organizations, including Chapters. Works under the direct supervision of the Auditor in Charge of the particular assignment. Performs routine auditing procedures consisting of: (1) Analyzing accounting data in accordance with generally accepted accounting principles; (2) Preparation of audit workpapers in accordance with established office procedures; (3) Investigation and determining the validity of data subject to audit; and (4) Preparation of preliminary reports thereon.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Accounting, Business Administration, Finance or a closely related field which includes twenty-four (24) college credit hours in accounting or auditing. ***(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

Experience:

None

Special Knowledge, Skills and Abilities:

Knowledge of generally accepted governmental accounting principles; demonstrate ability to analyze accounting data; ability to express views and accounting knowledge orally and in writing; ability to work well for and with others and to accept responsibility for specific audit tasks; ability to maintain confidentiality of client data.

License/Certification Requirements:

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

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