THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: EPA01524188
DATE POSTED: 07/06/22
POSITION NO: 244952
CLOSING DATE: 07/19/2022 by 5pm
POSITION TITLE: Accountant

DEPARTMENT NAME / WORKSITE: Navajo Nation Environmental Protection Agency/ARPA, Window Rock, AZ

WORK DAYS: Mon-Fri
REGULAR FULL TIME: ☑
GRADE/STEP: BQ63A

WORK HOURS: 8am-5pm
PART TIME: □
NO. OF HRS./WK.: $19.87 PER HOUR

SENSITIVE: □
SEASONAL: □
DURATION: □
TEMPORARY: □

DUTIES AND RESPONSIBILITIES:
Under guidance and supervision, will assist with other NNEPA/ARPA staff in the evaluation and review of budgets pertaining to FRF projects. Provide professional accounting responsibilities and input in budget preparation for incoming contracts related to FRF projects. Will provide professional accounting work; develop budgets for external contracts budgets and general funds when new appropriations are received by the Navajo Nation for new Projects. Evaluate current business units for expenditures and financial compliance with scope of works; recommends budget appropriations and develops detailed explanations in budget changes (Budget Revision Requests); Tracks expenditures on each business units against internal ledger and the Navajo Nation’s FMIS. Coordinates with other Navajo Nation Offices and program; NNEPA/ARPA is currently working with NNDOJ, NNDNR, OOC, OMB and others. Determine whether expenditures of the ARPA funding are in compliance with permissible uses of the appropriated funding as set for in the federal FRF act. Treasury’s Guidance, and Tribal Legislation. Assist in review and evaluation of FRF Budget documentation, will adequately report findings and make recommendations as needed towards contracts pertaining to the budget. Prepare written updates, weekly, monthly, quarterly reports, progress reports. Provide written and oral presentations. Participate in meetings when needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A Bachelor's Degree in Accounting, Finance, Business Administration or closely related field; 1 Year of accounting experience.

Special Requirements:

(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 generally accepted accounting principles, knowledge of public relations/customer service principles, practices and techniques. Skill in preparing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems.

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