THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0128901**	DATE POSTED:	**07/07/14**
POSITION NO:	946307	CLOSING DATE:	**07/18/14**
POSITION TITLE:	**Associate Minerals Auditor**		
DEPARTMENT NAME / WORKSITE:	**DNR/Minerals Department/Window Rock, AZ**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑	GRADE/STE	Y63A
WORK HOURS:	8:00am-5:00pm	PART TIME:	☐ NO. OF HRS./WK.:	$	35,984.00
		SEASONAL:	☐ DURATION :	$	17.30
		TEMPORARY:	☐		

DUTIES AND RESPONSIBILITIES:

Perform compliance audits to ensure companies producing minerals on the Navajo Nation are in compliance with applicable Federal and Navajo Nation laws, regulations, lease terms, policies and procedures. Compliance audits consist of verification of correct reporting and remittance of royalty, rental, bonus, water and other associated lease payments through the analysis of financial documents and records provided by companies. Audit activities include the compilation and written documentation of such documents and records; multiple levels of testing and analysis to determine correctness; and written documentation of such tests.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Business Administration or closely related field that includes twenty-four (24) college credit hours in accounting or auditing.

Preferred Qualifications:

- Once (1) year experience in oil and gas valuation.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Incumbents in this classification must meet qualification standards and must perform duties in accordance with Government Auditing Standards issued by the Comptroller General of the United States. Incumbents in this classification must also meet the qualifications set forth under the General Audit Standards of the Cooperative Agreement.

(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:

General knowledge of GAAP is necessary; knowledge of audit theory and practices; analytical skills; oral and written communication skills.

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