

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: 00C02824242
POSITION NO: 240945
POSITION TITLE: Accountant

DATE POSTED: 07/08/22
CLOSING DATE: 08/05/2022 by 5pm

DEPARTMENT NAME / WORKSITE: Office of the Controller/Investment Section/Window Rock, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ63A
WORK HOURS: 8AM-5PM PART TIME: NO. OF HRS./WK.: _____ \$ 41,488.56 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 19.87 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

The Accountant will perform a wide range of detailed and complex investment accounting and reconciliation to applicable funds and accounts with investment activity. Perform co-advisory/accounting functions pertaining to assigned funds. Create and enter journal entries into the Financial Management Information System (FMIS) upon reconciliation of applicable funds, for the long term, short term and BIA-OST Trust accounts on a daily, monthly, quarterly and annual basis. Reconcile, account and pay-out investment manager fees on a quarterly basis. Ensure US Generally Accepted Accounting Principles standards are met on all reporting and reconciliation. Co-manage the Finance and Accounting Scholarship Project and ensure applicants are continually in compliance with the FASP policy. Participate in the creation of the Quarterly Investment Committee report. The Accountant will work in conjunction with the Senior Accountant and Financial Analyst to ensure the on-going success of the Investment Program. Aid in any and all Controller, Investment Manager, and Investment Committee special assignments and administrative duties.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

Possess a valid driver's license.

<<A favorable background investigation>>

(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 (GAAP). Knowledge of accounting principles, practices and procedures. Knowledge of public relations/customer service principles, practices and techniques. Knowledge of computerized accounting systems and applications including general software applications. Skill in preparing detailed and complex numerical computations and reports. Skilled in developing and monitoring complex multi-fund and source budgets using automated spreadsheets and word processing system. Skilled in communicating technical concepts, both orally and in writing. Skill in establishing and maintaining effective working relationships.