

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS06615795 DATE POSTED: 07/12/18
POSITION NO: 241007 CLOSING DATE: 07/25/18
POSITION TITLE: Accountant

DEPARTMENT NAME / WORKSITE: Insurance Services Department/Employee Benefits / Window Rock, AZ
WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: A163A
WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 37,627.20 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 18.09 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Oversees the accounting of the Employee Benefit Plan funds and the program personnel and operation funds. Performs complex financial accounting functions and oversees the financial transactions with third-party administrator and actuary. Ensures compliance with federal, state and Navajo Nation laws, regulations, policies by advising management on requirements or actions needed. Prepares accurate and timely accounting reports. Records all journal entries; reconciles collections and expenses in FMIS/HRIS and other insurance databases. Maintains a desired level of quality information entered in the FMIS/HRIS by inspecting samples and assessing changes or improvements needed to ensure accurate allocations and collection processes. Coordinates with Account Maintenance Specialist to assure technical, fiscal management support for all claims and insurance policies. Reconciles and audits PCard transactions in accordance with PCard Policy. Processes financial documents such as Requests for Direct Payment, Purchase Requisitions, and other financial documents. Reconciles biweekly/monthly premium payments. Prepares Budget Status Reports. Provides quarterly financial reports for Enterprises and Chapters. Maintains Cost Reimbursement on AR for Employee Benefits Program.

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:

- A favorable background investigation is required.
- Valid State Issued Driver's License.

(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 in accounting methods and practices to accurately conduct analysis and validate transactions including the resolution or inconsistencies; knowledge of accounting, budget preparations, financial transactions with tracking and recording budget transactions; knowledge of automated accounting practice to reconcile errors; bookkeeping practices and principles; knowledge of public relations/customer service principles, practices and techniques; Skills to prepare and maintain accurate records, reports and files system; skill in understanding and following oral and written directions; in utilizing computer spreadsheets, MS Excel Software to research, maintain and update records and files; Skills in establishing cooperative work relationships with other Navajo Nation personnel, vendors and other contact personnel in the course of work. Knowledge in the Navajo Nation Financial Management Information System (FMIS).

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