

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DSS03924273

DATE POSTED: 07/13/22

POSITION NO: 241076

CLOSING DATE: Open Until Filled

POSITION TITLE: Senior Accountant

DEPARTMENT NAME / WORKSITE: Department for Self Reliance / Window Rock, Arizona

WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ65A</u>
WORK HOURS: <u>8 a.m. to 5 p.m.</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>49,318.56</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>23.62</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Under general direction of the Principal Accountant; performs accounting work to monitor all financial expenditures to be in compliance with tribal and federal regulations; assures all contracts and agreements comply with Navajo Nation Procurement Law, will consult with tribal financial staff and auditors to respond to any potential audit issues and provides advice and technical assistance to field staff to prevent and eliminate questionable costs; assists with 6B-Rollout and other financial initiatives. Shall perform accounting work to assist the Senior Programs & Projects Specialist for the DSR Education & Career Services Section on financial procedures to develop and implement new customer initiatives; develops internal financial policies and procedures in consultation with tribal, state, and federal officials on financial matters related to the development and implementation of the new projects for the department. Performs accounting work to assist in the negotiation of contracts and agreements with post-secondary institutions, technical/vocational institutions, training institutions, and consultants to provide training to department staff. Shall develop and implement relevant financial records and recordkeeping to monitor the department's Support Services by developing and maintaining a complex automated accounting system to produce and track expenditures and all pertinent financial information. In the absence of the Principal Accountant, shall supervise the two Accountants, Accounts Maintenance Specialist, Property Clerk, Collection Officers, and Laborer. Assists in the development of financial reports as required by tribal and federal institutions; provides training to field staff on financial and contract procedures, and attends meetings on behalf of the department.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state 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: Navajo Nation, federal, and state laws, regulations and guidelines governing aspects of tribal accounting operations; accounting principles, theory, and practices including governmental accounting; Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles; business practices relating to maintenance of accounts and financial records; and computerized accounting systems and applications. Within ninety (90) days of hire, must obtain a Navajo Nation Vehicle Operator's Permit. Within ninety (90) days of hire; must obtain Financial Management Information System (FMIS) certification. Within six (6) months of employment, must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

SKILL IN: preparing detailed and complex numerical computations and reports; developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems; analyzing financial systems, procedures, and controls; communicating complex technical concepts, both orally and in writing.

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