### Senior Accountant

**Department for Self Reliance / Window Rock, Arizona**

**REQUISITION NO:** DSS03924273  
**POSITION NO:** 241076  
**POSITION TITLE:** Senior Accountant

**DEPARTMENT NAME / WORKSITE:**

<table>
<thead>
<tr>
<th>WORK DAYS:</th>
<th>Regular Full Time:</th>
<th>PART TIME:</th>
<th>NO. OF HRS./WK.:</th>
<th>GRADE/STEP:</th>
<th>DURATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>✔</td>
<td>✔</td>
<td>$ 49,318.56</td>
<td>$ 23.62</td>
<td>PER ANNUM</td>
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**WORK HOURS:** 8 a.m. to 5 p.m.  
**SENSITIVE:** ✔  
**TEMPORARY:** ✔

**GRADE/STEP:** BQ65A

**QUALIFICATION REQUIREMENTS:**  
**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.

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