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

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| REQUISITION NO: | **DOE7018928** | DATE POSTED: | **07/14/14** |
| POSITION NO: | **945990** | CLOSING DATE: | **07/25/14** |
| POSITION TITLE: | **Senior Accountant **** | | |
| DEPARTMENT NAME / WORKSITE: | **DOE/Navajo Head Start - Central Administration, Window Rock, AZ** | | |

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| WORK DAYS: | **Monday - Friday** | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | **AA65A** |
| WORK HOURS: | **40 hrs/week** | PART TIME: | ☐ | NO. OF HRS./WK.: | $ **44,865.60** | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ **21.57** | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Performs accounting work that aids in the resolution of management problems; recommends alternatives to management when accounting data indicates trends or situations requiring action to be taken beyond scope of responsibilities; establishes or revises procedures and/or operating policies of assigned function; researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned function; prepares accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections; reviews statements of accounting information and other reports provided by the Nation's general ledger system; provides technical advice and services to lower level accountants or program staff with complex problems or special projects; handles difficult accounting activities. Assists in coordinating the work of other accountants in managing programs; plans and carries out assignments by applying accounting concepts to resolve management problems, which may have a long term impact on the Nation; resolves problems that require considerable innovation; develops recommendations where critical findings are presented to management for action; develops and maintains a complex automated accounting system to produce and track expenditures and all pertinent financial information; advises and assists management on accounting and financial management matters; examines and interprets accounting data, records and reports; analyzes variable program operation.

**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.

**Preferred Qualifications:**

- A Master's degree in Accounting, Finance, Business Administration or closely related field. Proficiency in computerized accounting systems and applications, including general software applications.

**Special Requirements:**

Work involves a minimum of physical effort in an office setting.

***(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. Knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles. Knowledge of accounting principles, practices and procedures. Knowledge of business practices relating to the maintenance of accounts and financial records. Knowledge of computerized accounting systems and applications, including general software applications. Skill in preparing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems. Skill in analyzing financial systems, procedures and controls. Skill in communicating complex technical concepts, both orally and in writing. Skill in establishing and maintaining effective working relationships

**Incumbent must abide by program standards of conduct.**

***UNION POSITION*****

***<<A favorable background investigation is required>>***

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