

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8156823
POSITION NO: 944113
CLASS CODE: 1518

Date Posted: 07/16/12
Closing Date: 07/27/12

POSITION TITLE: SENIOR ACCOUNTANT**
DEPARTMENT NAME: NAVAJO HEAD START- SHIPROCK AGENCY
DEPARTMENT NO: 815 WORKSITE LOCATION: Shiprock, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: V65A
Days: M-F Permanent:
Hours: 40 h/per week Temporary: SALARY:
Part-Time: Duration: _____ \$ \$43,555.20 Per Annum
No. of Hrs/Wk: _____ \$ \$20.94 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a wide range of professional accounting work of considerable difficulty requiring expert knowledge and professional application of a number of accounting principles, practices & techniques; serves as an expert and lead professional accountant; performs related work as assigned. Performs accounting work that aides in the resolution of management problems, researches, analyzes and uses independent judgement in a variety of daily and non-routine decisions affecting assigned ledger system. Handles difficult accounting activities. Developes 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 and records and reports; analyzes variable program operation. Assist in coordinating the work of other accountants in managing programs; plans and carries out assignments 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 actions and analyzes variable program operation.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's degree in Accounting, Business Administration, or closely related field or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Experience:

Must have three (3) years of diverse accounting experience involving financial policy analysis and information systems.

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 computerized accounting systems and applications including general software applications. Skill in performing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spreadsheet and word processing systems.

License/Certification Requirements:

Must pass required Federal and Tribal background check and annual up-to-date physical examination & T.B. Valid state driver's license is preferred and will obtain Navajo Nation Tribal Permit and First Aid/CPR certification.

**** UNION POSITION**

VETERAN'S PREFERENCE APPLIES

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