THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0283881** Date Posted: **07/18/11**
POSITION NO: **240945** Closing Date: **07/29/11**
CLASS CODE: **1531**
POSITION TITLE: **ASSOCIATE ACCOUNTANT**
DEPARTMENT NAME: **Office of the Controller - Investments Section**
DEPARTMENT NO: **28** WORKSITE LOCATION: **Window Rock, AZ**

WORKS DAYS/HOURS:
Days: **Monday-Friday**
Hours: **8:00AM - 5:00PM**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R62A**
SALARY:
$ **32,073.60** Per Annum
$ **15.42** Per Hour

DUTIES AND RESPONSIBILITIES:
Assist in the preparation of the monthly investments schedules and quarterly reports; monitor the financial conditions of selected financial institutions, investment managers, and companies; assist in preparation of meetings and presentations to the Investment Committee, Budget & Finance Committee and the Navajo Nation Council; update balance sheet and income statements for various trust funds on a monthly and quarterly basis; reconcile bank statements on a monthly basis; assist in portfolio allocation; perform additional duties and special projects assigned by the Controller.

QUALIFICATION REQUIREMENTS:
Education and Training:
A Bachelor's Degree in Accounting, Finance, Business Administration, or a closely related field.

Experience:
(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:
Knowledge of accounting principles, concepts and practices to successfully perform and complete assignments, and to gain practical understanding and experience in the finance and accounting profession.
Knowledge of computerized accounting systems, application including general software applications.
Knowledge of public relations/customer service principles, practices and techniques.
Skill in performing detailed and complex numerical computation and reports.
Skill in establishing and maintaining effective working relationships.

License/Certification Requirements:
PREFERRED: Must possess a valid state driver's license

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***