

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OLS0111854

Date Posted: 05/10/10

POSITION NO: 211880

Closing Date: OUF

CLASS CODE: 0304

POSITION TITLE: Auditor General

DEPARTMENT NAME: Office of the Auditor General

DEPARTMENT NO: 11 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N700A-N700F

Days: Mon.-Fri.

Permanent:

SALARY: *****DOE

Hours: 8am-5pm

Temporary:

61,360.00 -

Part-Time:

Duration: _____

\$ 71,136.00 Per Annum

No. of Hrs/Wk: 40

\$ 29.50 - 40.63 Per Hour

DUTIES AND RESPONSIBILITIES:

Directs the advisory function on internal auditing which serves as an independent review and appraisal of the Navajo government and private enterprises, offices and programs, financial management practices, and for surveillance of fiscal contracts; assesses audit needs, establishes priorities for audit coverage, and develops short and long range audit plans.

Supervises auditors conducting audits of financial, revenue and operation systems and controls, contractors and compliance, and on internal and external governmental funded programs, assigns duties to audit staff and evaluates their performance; references Navajo Nation, and state laws, rules, regulations and resolutions governing tribal funds.

Prepares, interprets and explains complex financial and administrative reports; manages, plans and coordinates the formulation and execution of broad policy and their communication to the Navajo Nation government, chapters, programs, division, entities and other officials; advises the Navajo Nation Council and its standing committees on accounting, auditing, systems and procedures, program and departmental performance and operations, financial and business matters.

Participates in complex organizational and procedural analysis; performs special projects which include interpreting and implementing new auditing standards; assists with the design and implementation of automated accounting/financial systems; answers inquiries, resolves complaints, and advises organizational units on auditing policies and procedures.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Accounting; and

Experience:

Eight (8) years of progressive governmental auditing and accounting work experience, two (2) years of which must have been in managing and supervising an auditing or accounting office.

(To receive full credit for education/training, applicant must submit copies of transcripts, degree, diploma, certificates, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting. Knowledge of business and management practices relating to keeping of accounts and other financial records. Knowledge of theory, principles, and practices of auditing, general accounting, and internal control systems. Knowledge of supervisory methods and techniques. Skills in operating and developing computer databases and spreadsheet files; skills in analyzing financial systems, procedures, and controls; skills in applying judgment in the release of confidential information; and skills in supervising and managing staff.

License/Certification Requirements:

Must be state certified as a Certified Public Accountant or a Certified Internal Auditor.

The position is political at-will and serves at the pleasure of the Navajo Nation Council

VETERANS' PREFERENCE APPLIES

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