THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0286845** Date Posted: **07/30/12**
POSITION NO: **242358** Closing Date: **08/10/12**
CLASS CODE: **1519**
POSITION TITLE: **ACCOUNTANT**
DEPARTMENT NAME: **Office of the Controller--Investments Section**
DEPARTMENT NO: **28** WORKSITE LOCATION: **Window Rock, Arizona**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R63A**
Days: **Monday-Friday** Permanent: ☑ SALARY:
Hours: **8am - 5pm** Temporary: ☐ Duration: $ **34,944.00** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **16.80** Per Hour

DUTIES AND RESPONSIBILITIES:
Performs a wide range of detailed/complex accounting and advisory functions pertaining to funds with direct investments; ensures direct investments are in compliance with funding and reporting requirements set forth by credit agreements and applicable accounting procedures; assist in the reallocation of the Navajo Nation's investment portfolio to include direct investments. Interprets investment data and points out trends or deviations from the norm; uses investment data to assist in development of fiduciary, special revenue and retirement budgets; prepares journal entries, and maintains complex ledgers; reconciles and analyzes reports and ledgers. Monitors the cash suspense accounts of all casinos of the Navajo Gaming Enterprise per Navajo Nation Council Resolution and Credit Agreements; will initiate and record any cash transfers between the various gaming accounts and to the Navajo Nation; will review and complete all draw request submitted to the Nation by the Gaming Enterprise; will assist in the development of budget for the gaming development fund. Monitors compliance with Generally Accepted Accounting Principles (GAAP) and Navajo Nation regulations; researches, analyzes and uses independent judgment in a variety of daily and non-routine decision affecting assigned function; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system.

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

Experience:
One (1) year of accounting experience; ***or*** a Master's degree in Accounting, Finance, Business Administration or closely related field. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:
Knowledge of Generally Accepted Accounting Principles (GAAP); Knowledge of Investment Portfolio Theory; Knowledge of computerized accounting systems and applications including Microsoft Office Suite; Skill in public relations/customer service and presentations; Skill in developing and maintaining spreadsheets & databases;

License/Certification Requirements:
PREFERRED: A valid drivers license is required.

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***