

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

REQUISITION NO: DODE70124469

DATE POSTED: 08/01/22

POSITION NO: 946684

CLOSING DATE: 08/29/2022 by 5 pm

POSITION TITLE: Senior Accountant

DEPARTMENT NAME / WORKSITE: DODE/Navajo Head Start - Window Rock, AZ - Central Administration

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BT65A</u>
WORK HOURS: <u>40 hrs. / week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>57,336.48</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>27.46</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Performs a wide range of professional accounting work of considerable difficulty requiring knowledge and application of a number of accounting principles, practices and techniques; recommends alternatives to management when accounting data incinates 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 judgement in a variety of daily and non-routine decisions affecting Navajo Head Start's finance section; prepares accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections; reviews statements of accounting information and other reports provided the Nation's general ledger system; provides technical advice and services to program staff; handles difficult accounting activities. Plans and carries out assignments by applying accounting concepts to resolve management problems, which may have a long term impact on the department; resolves problems that require considerable innovation; develops recommendations where critical findings are presented to management for action; develops and maintains an automated accounting system to produce and track expenditures and all pertinent financial information; advises and assists management on accounting and financial management matters.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Accounting, Finance, or Management or closely related field; and two (2) years of progressively responsible of diverse accounting experience involving financial policy analysis and information systems.

**Special Requirements:**

- Possess a Valid State Driver's License.
- A favorable background investigation.

***(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 related 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 spreadsheets 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.

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