THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**OOC0289010**	DATE POSTED:	**08/04/14**
POSITION NO:	240938	CLOSING DATE:	**08/18/14**
POSITION TITLE:	**Associate Accountant**		
DEPARTMENT NAME / WORKSITE:	**Office of the Controller / General Accounting Section/Window Rock, AZ**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	Y62A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 33,030.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 15.88	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Performs a wide range of detailed accounting and advisory functions pertaining to assigned fund areas, accounts or departments; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews and approves personnel documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies, and objectives. Interprets data and points out trends or deviations from standards; assists in the preparation of accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data; prepares journal entries, maintains ledgers, assists in the preparation of cost accounting information; reconciles and analyzes reports and ledgers. Monitors compliance with Generally Accepted Accounting Principles and Navajo Nation regulations; researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned function; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

Knowledge of accounting principles, concepts practices to successfully perform and complete assignments. Knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of Windows environment and applications. Skills in performing detailed and complex numerical computations and reports.

(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:

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