

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD02924502
 POSITION NO: 244976
 POSITION TITLE: _____

DATE POSTED: 08/04/22
 CLOSING DATE: 09/09/2022 by 5 pm

Accountant (3 Positions)

DEPARTMENT NAME / WORKSITE: DCD - Fiscal Recovery Fund Project/ Window Rock, Arizona

WORK DAYS: <u>M - F</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ63A</u>	
WORK HOURS: <u>8AM - 5PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>41,488.56</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>19.87</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____	

DUTIES AND RESPONSIBILITIES:

Provide professional accounting responsibilities for a complex, varied and multiple funding environment; Funding is disbursed under the P.L. 93-638 contract which allows Fiscal Recovery Funds, ARPA and CARES Act to carry out responsibilities. The Incumbent will provide professional accounting work for a complex, varied and multiple funding environment; develops detailed budgets for general funds and external contract budgets when new appropriations are received by the Navajo Nation for new projects; evaluates current business units for expenditures and financial compliance with scope of works; recommends budget appropriations and develops detailed explanations in budget changes (Budget Revision Requests); tracks expenditures on each business units against internal ledger and the Navajo Nation's FMIS; compiles forecast of overall expenditure projections for general funds and contract budgets; compiles and develops cost accounting for various executive meetings such as Fiscal Recovery Fund Project, oversight committee meetings; prepares budget summaries on projects that are being negotiated; determines compliance with Navajo Nation budget policies and procedures; provides technical assistance on various budget development and process. Work will be coordinated with other Navajo Nation offices and programs; FRF is currently working with NNDJO, OCG, and others. Determine whether expenditures of the CARES Act funding are in compliance with the permissible uses of the appropriated funding as set forth in the federal CARES Act, Treasury's Guidance, the Navajo Nation CARES Fund Act and the applicable Expenditure Plan; to notify the Navajo Nation division, department, program, chapter, or entity to which the appropriations are allocated if any expenditures are ineligible under the CARES Act and to provide written reports to the Naabik'iyati' Committee and the President of the Navajo Nation of all ineligible expenditures. Upon submission of an expenditure plan by the Office of the President and Vice President and approval by the Budget and Finance Committee, the Office of Management and Budget is directed to develop expedited budget procedures, including forms necessary for the expeditious expenditure of Navajo Nation CARES Fund Act funding. Provide leadership/guidance in addressing audit requests from funding agencies, and assist in the development and implementation of any Corrective Action Plans or other required financial management actions. All financial transactions such as Budget Revision Request Forms, travel expense reports, Purchase Requisitions, Request for Direct Payments, will be completed in compliance to established procedures before they are submitted for approval and execution by various offices in the Division of Finance. Interpret relevant policies, procedures and standards, attend a variety of meetings related to finance/budgeting.

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of accounting experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license

(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 Generally Accepted Accounting Principles, Knowledge of public relations/customer service principles, practices and techniques. Knowledge of computerized accounting systems and applications including general software applications. Knowledge of accounting principles, practices and procedures. Skill in preparing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems.

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