

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DGS00510611</u>	DATE POSTED:	<u>08/10/15</u>		
POSITION NO:	<u>243323</u>	CLOSING DATE:	<u>OUF</u>		
POSITION TITLE:	<u>Associate Accountant</u>				
DEPARTMENT NAME / WORKSITE:	<u>DGS/Navajo Transit System / Fort Defiance, AZ</u>				
WORK DAYS:	<u>Mon-Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB62A</u>
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>34,028.80</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>16.36</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Performs a wide range of detailed/complex accounting; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; prepares all procurement documents and reviews expenditures for allow ability and availability of funds, mathematical accuracy and compliance with established accounting principles, policies and objectives. Prepares monthly procurement report for State reporting, including DBE reporting. Process all Travel Reimbursements claims and ensures accuracy of claims according to established rates. Monitor Bus fare revenue collection and prepare daily reconciliation. Ensure Bus Fare Revenue collection policy compliance and prepare Bus fare ticket inventory reconciliation. Monitor department fuel transactions including P-Card fuel purchases and bulk fuel purchases and reconcile with fuel reports and mileage logs. Prepare monthly fuel expense reports and ensure efficient use of fuel. Assists with department reports, payroll, budgets, asset management, inventory, fleet purchases, insurance coverage and claims, grant applications, and financial audits.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelors Degree in Accounting, Finance, Business Administration or closely related field.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- 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:

Incumbent must obtain a Navajo Vehicle Operator's Permit and successfully complete an emergency safety course and obtain First Aid/Adult Child CPR Certificate within 90 days of hire. Knowledge of Generally Accepted Accounting Principles (GAAP), OMB circulars related to federal grants; public relations/customer services, practices and techniques; computerized accounting systems and applications; including general software/Navajo Nation Financial Management System (FMIS). Skilled in performing detailed and complex numerical computations; and maintain an effective working relationship with Department staff, granting agencies and with other Navajo Nation departments. Incumbent must obtain FMIS user certification within 120 days of hire.

<<A favorable background investigation is required>>

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