THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OOC02810609 DATE POSTED: 08/10/15

POSITION NO: 242496 CLOSING DATE: 08/24/15

POSITION TITLE: Associate Accountant

DEPARTMENT NAME / WORKSITE: Office of the Controller/Accounts Receivable Section/Window Rock, AZ

WORK DAYS: Monday - Friday

WORK HOURS: 8:00 am to 5:00 pm

REGULAR FULL TIME: ☑

PART TIME: ☐ NO. OF HRS./WK.:

SEASONAL: ☐

TEMPORARY: ☐ DURATION :

GRADE/STEP: AB62A

$ 34,028.80 PER ANNUM

$ 16.36 PER HOUR

DUTIES AND RESPONSIBILITIES:

Performs a wide range of detailed accounting and advisory functions pertaining to assigned fund area accounts or department, ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews and approves expenditures, personnel and purchasing 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 (GAAP) 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

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:

(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 accounting principles, concepts and practices to successfully perform and complete assignments, and to gain practical understanding and experience in the accounting profession.
Knowledge of Generally Accepted Accounting Principles (GAAP).
Knowledge of accounting principle, practices and procedures.
Knowledge of public relations/customer service principles, practices and techniques.
Knowledge of computerized accounting systems and applications including general software applications.
Skill in preparing detailed and complex multi-fund and source budgets using automated spreadsheets and word processing systems.
Skill to establish and maintain effective working relationships.

<<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.