**DUTIES AND RESPONSIBILITIES:**
Performs professional accounting, including transaction processing, payroll accounting and financial system control. Conducts cost analysis, budget support, internal and external billing. Completes internal audit reviews, project accounting and financial accounting. Reports by performing related work as assigned. Performs complex accounting functions that pertains to accounts, expenditure control and compliance with funding and reporting requirements. Reviews, approves expenditures, personnel and purchasing documents for availability of funds and ensure compliance with established accounting principles, policies and objectives. Interprets data by pointing out trends as detailed cost and financial analysis. Forecasts, projections reflecting interrelationships of accounting data. Prepares journal entries, maintains complex ledgers, prepares detailed cost accounting information; reconciles and analyzes reports and ledgers.

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

**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 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:**
Accounting experience with equivalent combination of education and experience. Able to work with computerized accounting system, applications, general software. A Master’s degree in Accounting, Finance, Business Administration or closely related field. Navajo Nation Vehicle Operators Permit. Ability to practice public relations, customer service principles, practices and techniques. Ability to prepare detailed and complex numerical computations and reports. Monitoring complex multi-fund and develop budgets using automated spread sheet and word processing systems. Skill in communicating both orally and in writing, maintaining an effective department internal and external working relationships. Work involves a minimum of physical effort in an office setting.

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