THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0121568** | Date Posted: 03/15/10

POSITION NO: 946307 | Closing Date: Open Until Fill

CLASS CODE: 1660

POSITION TITLE: **Associate Minerals Auditor**

DEPARTMENT NAME: Minerals

DEPARTMENT NO: 12 | WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS:
Days: M-F
Hours: 40

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk:

GRADE: N630A

SALARY:
$ 33,737.60 Per Annum
$ 16.22 Per Hour

DUTIES AND RESPONSIBILITIES:

Perform compliance audits to ensure companies producing minerals on the Navajo Nation are in compliance with applicable Federal and Navajo Nation laws, regulations, lease terms, policies and procedures. Compliance audits consist of verification of correct reporting and remittance of royalty, rental, bonus, water and other associated lease payments through the analysis of financial documents and records provided by companies. Audit activities include the complilation of such documents and records; and multiple levels of testing and analysis of to determine correctness.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Accounting, Business Administration or a closely related field which includes twenty-four (24) college credit hours in accounting or auditing;

Experience:

or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training applicant must submit copies of college transcript, certificates,***

Special Knowledge, Skills and Abilities:

General knowledge of GAAP is necessary; knowledge of audit theory and practices; analytical skills; oral and written communication skills.

License/Certification Requirements:

Incumbents in this classification must meet qualification standards and must perform duties in accordance with Government Auditing Standards issued by the Comptroller General of the United States. Incumbents in this classification must also meet the qualifications set forth under the General Audit Standards of the Cooperative Agreement.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***