THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **OOC0282283** Date Posted: **08/16/10**
POSITION NO: **240938** Closing Date: **08/27/10**
CLASS CODE: **1531**
POSITION TITLE: **ASSOCIATE ACCOUNTANT**
DEPARTMENT NAME: **Office of Controller / General Accounting Section**
DEPARTMENT NO: **28** WORKSITE LOCATION: **Window Rock, AZ**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **N62A**
Days: **Mon - Fri** Permanent: ☑ SALARY:
Hours: **8:00am - 5:00pm** Temporary: ☐ Duration: $ **$30,950.40** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **14.88** Per Hour

DUTIES AND RESPONSIBILITIES:
Performs a wide range of detailed accounting and advisory functions pertaining to assigned fund areas, accounts or departments: ensures expenditure control and compliane with funding and reporting requirements and applicable accounting procedures; reviews and approves personnel documents for availability of funding, mathematical accuracy and compliance with established accounting principals, 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 entires, maintains ledgers, assists in the preparation of cost accounting information; reconciles and analyzes reports and ledgers. Monitors compliance with Generally Accepted Accounting Principals and Navajo Nation regulations; researches, analyzes and uses independent judgement in a variety of daily and non-routine decisions affecting assigned function; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system.

QUALIFICATION REQUIREMENTS:
Education and Training:
A Bachelor's degree in Accounting, Business Administration, or closely related field; 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 transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:
Knowledge of accounting principals, concepts practices to successfully perform and complete assignments. Knowledge of Generally Accepted Accounting Principals (GAAP). Knowledge of Windows enviroment and applications. Skills in performing detailed and complex numerical computations and reports.

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 08-16-02***