

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR08318496
POSITION NO: 934408
POSITION TITLE: _____

DATE POSTED: 08/16/19
CLOSING DATE: Open Until Filled

DEPARTMENT NAME / WORKSITE: Navajo Nation Heritage and Historic Preservation Department-Window Rock Office
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AR63A
WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 38,188.80 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 18.36 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general supervision, the Accountant will develop the annual general funds budget, maintain accounting ledgers in-house, reconcile and analyzes expenditures against FMIS to ensure that labor distributions and operating expenditures are posted accurately in FMIS; prepares financial documents to pay routine operating expenses. The Accountant will also develop budgets for external contracts, maintain accounting ledgers in-house and reconciles and analyzes against FMIS to ensure that labor distributions and operating expenditures are posted accurately. The Accountant will monitor both general funds and contract funds to ensure that funds are available for anticipated payroll and operating expenses, prepares detailed cost and financial reports. Accountant may prepare journal entries to correct labor distributions on cost-shared payroll expenses. Monitors compliance with General Accepted Accounting Principles (GAAP) and Navajo Nation policies and regulations.

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:

- Possess a valid state driver's 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:

Knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of public relations and customer service principles, practices and techniques. Knowledge of computerized accounting system (FMIS) and applications including general software applications. Knowledge of accounting principles, practices and procedures. Skill in preparing detailed and complex computations and reports. Excellent skills in developing and monitoring complex multi-fund budgets. Skill in establishing and maintaining effective working relationships with various departments such as Department of Personnel Management, Office of the Controller (Contract Accounting, Office of Contracts and Contracts and Grants).

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