THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS02724646
DATE POSTED: 08/23/22
POSITION NO: 202332
CLOSING DATE: 09/13/2022 by 5 pm
POSITION TITLE: SENIOR ACCOUNTANT

DEPARTMENT NAME / WORKSITE: DGS/FLEET MANAGEMENT - WINDOW ROCK, AZ
WORK DAYS: 5 DAYS/WEEK
REGULAR FULL TIME: ☐
GRADE/STEP: BQ65A
WORK HOURS: 8:00 - 5:00
PART TIME: ☐
NO. OF HRS./WK.: ☐
SENSITIVE ☐
SEASONAL: ☐
NON-SENSITIVE ☐
TEMPORARY: ☐
DURATION: ☐

$49,318.56 PER ANNUM
$23.62 PER HOUR

DUTIES AND RESPONSIBILITIES:
Prepare and analyze financial records to ensure accurate and organized financial documents; Compile financial reports; Ensure financial compliance with all applicable NN policy and procedures including budge, procurement, fixed assets; Execute financial procedures and processes, including month, quarter, year end closings, accounts payable and receivables, tax reports/reimbursements, accounts reconciliations, general ledger reviews; Develop budget projections and recommend final fiscal year budget; reconcile accounts and bookkeeping ledgers; manage income and expenditure accounts; generate financial reports using income and expenditure data; monitor finances based on financial status; file and remit taxes and other financial obligations; Analyze financial operations to ensure efficiency of operations

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A Bachelor’s degree in Accounting, Finance, Business Administration or closely related field; and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

Special Requirements:

<<A favorable background investigation>>

(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 fuel deliveries and usage, ability to complete mileage reports, reports of WEX Fuel card usage and expenditures. Providing financial report of all expenditures and balances of all accounts. Ability to read and understand financial reports. Ability to read and understand policies and procedures. Knowledge of accounting principals, practice and procedures. Knowledge and certified of the FMIS accounting system, knowledge of Navajo Nation federal and state law, guidelines governing aspects of accounting operation. Ability to provide financial reports and expenditures, ability to use spread sheets and word processing. Knowledge of governmental accounting and budgeting principles. Must be proficient in computerized accounting system and applications including general software.

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

Revised: 03.05.18