Associate Accountant

Office of the Controller / Accounts Payable Section / Window Rock, Arizona

Monday-Friday
8 AM - 5 PM

Regular Full Time: Yes

Grade/Step: BQ62A

No. of Hrs./wk.: 38.00

Per Annum: $38,836.80

Per Hour: $18.60

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs accounting and data input duties requiring a working knowledge of assigned accounting functions within the Office of the Controller Accounts Payable or Purchase Card sections.

Performs beginning level professional accounting and related processing, reporting and control functions of routine difficulty, including transaction processing, financial system control, cost analysis, budget support, internal and external billing, internal audit reviews, project Create and review reports to monitor established controls within Accounts Payable and Pcard section

Knowledge of computerized accounting systems and applications including general software applications.

Skill in preparing detailed and complex numerical computations and reports using spreadsheets.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:
A Bachelor’s degree in Accounting, Finance, Business Administration, or a closely related field.

Special Requirements:
A favorable background investigation.
Possess a valid state driver's license.
Able to lift at least 25lbs

Special Knowledge, Skills and Abilities:
Knowledge of general governmental accounting and financial administration principles and practices including automated accounting systems.
Knowledge of Navajo Nation, Federal, and State laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, grants, and accounting.
Skill in understanding and following oral and written directions.
Skill in establishing cooperative work relationships with those contacted in the course of work.
Ability to demonstrate tenacity and due diligence in following up on outstanding issues to ensure customer satisfaction.
Skill in operating and developing computer databases and spreadsheet files.
Financial Management Information System (FMIS) Certification

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

Revised: 03.05.18