

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0446965

Date Posted: 08/27/12

POSITION NO: 940747

Closing Date: 09/10/12

CLASS CODE: 1518

POSITION TITLE: SENIOR ACCOUNTANT

DEPARTMENT NAME: Navajo Nation Johnson O'Malley Program

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R65A

Days: Monday - Friday Permanent: SALARY:

Hours: 8:00am - 5:00pm Temporary: Duration: \$ 41,516.80 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Senior Accountant has responsibility for finances related to the Johnson-O'Malley (JOM) Program; establish and maintain technical accounting systems applicable to the Generally Accepted Accounting Principles(GAAP) and practices as prescribed in 2 CFR 225 (formerly Circular A87) and Circular A-133 Single Audit Act; assumes responsibility for the application of professional standards and practices in analyzing the financial records of the subcontractors; cost reimbursement reports; conducts on-site monitoring visits to respective school districts to review fiscal activities; shall solicit and consolidate financial report(s) from subcontractors for preparation of close-out reports to funding agencies; maintain accurate accounting system on all subcontractors for the program involving budgets, invoices, modifications/amendments of budgets; provide technical assistance to subcontractors; interpret the JOM policies, rules, regulations and guidelines to school districts through meetings, conferences, workshops, etc; coordinate and assist co-workers; assist with assigned high level administrative assignments; conduct property inventory and accountability.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Accounting, Finances, Business Administration or closely related field; and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems; **OR** a Master's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal accounting of tribal accounting operations; accounting principles, theory and practices including governmental accounting.

Knowledge of accounting principles, practices and procedures.

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

Knowledge of Generally Accepted Accounting Principles (GAAP); 2 CFR 225; Circular A-133 Single Audit Act

Skill in preparing detailed and complex numerical computations and reports.

Skill in developing and monitoring source budgets using automated spread sheet and word processing systems.

Skill in analyzing financial systems, procedures and controls.

Skill in communicating technical concepts, both orally and in writing.

Skill in establishing and maintaining effective working relationships.

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