

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DSS15321752

DATE POSTED: 09/08/21

POSITION NO: 903457

CLOSING DATE: Open Until Filled

POSITION TITLE: Accountant

DEPARTMENT NAME / WORKSITE: DSS/Navajo Department of Family Services / Window Rock, AZ

WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BJ63A</u>
WORK HOURS: <u>8 a.m. to 5 p.m.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>40,277.52</u> PER ANNUM
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	\$ <u>19.29</u> PER HOUR
	DURATION : _____	

**DUTIES AND RESPONSIBILITIES:**

Under the direction of the Navajo Family Assistance Services (NFAS) Senior Programs and Projects Specialist (SPPS), the Accountant will monitor and assure compliance with all federal, state, and tribal regulations for all NFAS funds comprised of 638 General Assistance, 638 Burial Assistance, Low Income Home Energy Assistance Program (LIHEAP), Community Services Block Grant (CSBG), and Navajo general fund to be spent properly; works closely with the DSR Finance Section; prepares budgets for each fund; ensures funds availability for all financial transactions; prepares budget revisions and summary of change forms; reviews all required documentation for payment processing to Customers, vendors and contractors; maintains grant/contract documentation for audit, payment and reconciliation on all expenditures including personnel expenses; conducts a quarterly financial review; identifies, researches and analyzes all expenditures for potential discrepancies; prepares journal voucher entries for adjustments; provides accounting guidance to all NFAS staff; reviews accounting information, runs reports and exports data from the Navajo Nation Financial Management Information System (FMIS); uses the FMIS for reconciliation purposes; archives financial files by scanning each fiscal year for each fund; assists with preparing financial reports on a monthly, quarterly and annual basis; prepares and processes financial documents; prepares for the annual audit of each fund; works closely with the NN Office of Management & Budget, Office of the Controller, and DSR to maintain effective communications on all financial transactions; attends meetings pertaining to assignments or as delegated; and performs other duties assigned by the SPPS.

**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:**

- A favorable background investigation.
- Posses 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:**

Within ninety (90) days of hire, must obtain a Navajo Nation Vehicle Operator's Permit. Within six (6) months of employment, must complete mandatory training and pass required examination to be certified for access to the Financial Management Information System (FMIS). Within six (6) months of employment, must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS). KNOWLEDGE OF: P.L. 93-638 and P.L. 97-35; Generally Accepted Accounting Principles (GAAP); public relations/customer service principles, practices, and techniques; computerized accounting systems and applications including general software applications; accounting principles, practices and procedures.

SKILL IN: preparing detailed and complex numerical computations and reports; developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems; communicating technical concepts, both orally and in writing.

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