

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: 00C02818595

DATE POSTED: 09/09/19

POSITION NO: 244487

CLOSING DATE: 09/27/2019 5:00pm

POSITION TITLE: Accounting Manager

DEPARTMENT NAME / WORKSITE: Office of the Controller / Contract Accounting / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AR69A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 63,710.40 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 30.63 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under administrative direction, performs work of considerable difficulty in planning, assigning, supervising, and coordinating accounting activities that includes the day-to-day administration of a centralized accounting unit within the Office of the Controller. Supervises the work of subordinate staff that provides control of financial obligations, payables, and reporting. Manages an accounting unit of moderate size and complexity with multiple supervisory controls; work force ranges from 12 - 25 personnel; mentors, organizes, trains, motivates, and evaluates assigned staff; answer inquiries, resolve complaints, and advises organizational units on accounting policies and procedures.

Ensures that accurate internal ledgers and records are maintained and reconciled monthly with reports generated by the financial accounting system; reviews and presents financial reports; ensures compliance with Navajo Nation rules and regulations and Internal Revenue Service compliance.

Evaluates and recommends accounting/financial system changes; assists with and/or prepares responses to audit exceptions; may be delegated in the absence of the Controller.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and six (6) years of progressively responsible or expansive administrative or management work experience involving financial and accounting systems, budget and fiscal policy analysis and information systems; four (4) years of which must have been in a supervisory capacity.

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 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 accounts payable, auditing, purchasing, grants, budgeting, and accounting.

Knowledge of modern office procedures and practices, used in accounting transactions, including recordkeeping and data security methods and techniques.

Skill in developing detailed and complex numerical spreadsheet files and reports, and analyzing financial systems, procedures, and controls.

Skill in applying judgment in the release of confidential information.

Skill in time management. Ability to meet deadlines, achieve, and maintain productivity levels.

Skill in supervising and managing subordinate staff.

Skill in establishing and maintaining effective working relationships with others.

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