

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

REQUISITION NO: DOH11720026

DATE POSTED: 09/10/20

POSITION NO: 242855

CLOSING DATE: 10/01/20

POSITION TITLE: Accountant

DEPARTMENT NAME / WORKSITE: Division of Aging and Long Term Care Support - Crownpoint, N.M.

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BC63A

WORK HOURS: 8:00 AM - 5:00 P PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 38,958.40 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 18.73 PER HOUR

NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Responsible for providing a reasonable and prudent level of assurance for financial activities and transactions. Must enter invoice amounts on a daily basis into journals for all business units by object code, which entails review of all invoices submitted to the agency office from the senior centers and posting them to the right journals. All financial documents shall be tracked so the department is fully informed on the status of each fiscal activity in the process. Daily submittal to Arizona Nutrition Network must be completed. Must make every effort to maintain programmatic requirements such as liability insurance, auto insurance, sanitation permits for all senior centers. Completion of annual Underwriting Exposure Summary, in addition to conducting physical inventory of all equipment, furniture and supplies. Follow-up to the various OOC programs for various financial documents submitted by the agency office. Procures goods/services by ordering food, office and non food supplies by submitting the various financial documents needed to complete process. Submittal of RFP's &/or Professional Service Agreements as needed to procure goods and services. Develops agency budgets for General Funds and all External Funds; completion of Budget Revisions, journal vouchers, monthly/quarterly expenditure & programmatic reports to the administration, NDOH, Oversight Committee and Council. Reviews budget balances to ensure all funds are spent at the end of the fiscal year. Ensures compliance with principles, policies, procedures and regulations of Federal grants.

**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

**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:**

Proficient with computerized accounting software. Knowledge of Federal OMB Circulars; Navajo Nation procurement process. Must obtain Navajo Nation Vehicle Operator's Permit within 90 days of employment. Must be able to lift up to 50 lbs.

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