

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1019239

DATE POSTED: 09/15/14

POSITION NO: 242833

CLOSING DATE: 09/26/14

POSITION TITLE: Senior Accountant

DEPARTMENT NAME / WORKSITE: Navajo DOT - Executive Office, Tse Bonito, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: Y65A

WORK HOURS: 8:00a.m.-5:00p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 42,764.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 20.56 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Serves as the lead financial manager for NDOT monetary accounts: NN General Funds, Federal Highway Administration (FHWA) Direct Funding; Federal Aviation Administration, and Fuel Excise Tax budgets. Serves as a technical advisor on all NDOT fiscal management and reporting. Monitors trends to assess accuracy and integrity, analyze data; ensures compliance with applicable standards, rules, regulations of internal control; interprets results and provides recommendations to management staff. Creates monthly, quarterly and yearly budgets reports and presentations as needed for division reports. Analyzes and monitors division funding balances to ensure there is adequate funding for projects. Provides technical assistance to division on complex financial issues by continuously ensuring that funds are expended in a timely manner. Works closely with division contract personnel with contract close outs. Lead audit reviews, forecast expenditures, reconciles expenditures, assists departments in the preparation of their annual budgets, ensures timely payments to contractors and consultants, facilitate external funding proposals. Participates in the development and implementation of NDOT goals and objectives as well as other financial polices. Serves as the lead FMIS Operator, leads in developing internal financial systems, provide training to new/current staff on the FMIS System.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

Preferred Qualifications:

- A Master's degree in Accounting, Finance, Business Administration or closely related field.
- Proficiency in computerized accounting systems and applications, including general software applications.

Special Requirements:

(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:

FMIS Certification. Contracts and Budget principals experience preferred.

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