THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS0668194**	Date Posted:	**09/23/13**
POSITION NO:	241007	Closing Date:	**10/04/13**
CLASS CODE:	1519		
POSITION TITLE:	**Accountant**		
DEPARTMENT NAME:	DGS/Employee Benefits Program/ISD		
DEPARTMENT NO:	66	WORKSITE LOCATION:	Window Rock, Arizona
WORKS DAYS/HOURS:		POSITION TYPE:	
Days:	Mon-Fri	Permanent:	☑
Hours:	8am-5pm	Temporary:	☐
		Part-Time:	☐

GRADE: R63A
SALARY:
Duration: _____ $ 34,944.00 Per Annum
No. of Hrs/Wk: 40 $ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:
Coordinate the development of, prepare, review, research, evaluate and maintain the financial reports, the balance sheets, income statements, and other related activities to Group Health Benefit Fund accounts, including cash reserves, funding liabilities, expenditures, fixed costs, premium billings, allocation and collections, claims experience reporting and auditing for compliance to applicable financial processes and standards. Work closely with the contracted Actuary and Auditors on the Accounts. Supervise and collaborate with program staff to ensure data entries, including premium allocations are in conformance with accounting practices and standards, that the day-to-day entries are reconciled monthly with the billing, ensures that any adjustments are made to the next billing cycle for proper account reporting. Prepare reports on accounts and statements; the detailed costs, financial analysis, forecasts and projections reflecting the fund activities including claims experiences. Make recommendations to the manager, the controller and if necessary, to the Insurance Commission, any cost factors, changes in the plan design for financial stability of the plan.

QUALIFICATION REQUIREMENTS:
Education and Training:
1) A Bachelor's degree in Accounting, Finance, Business Administration, or closely related field; **or** a Master's degree in Accounting, Finance, Business Administration or closely related field.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.
Experience:
1) and one (1) year of accounting experience;

Special Knowledge, Skills and Abilities:
Knowledge of Generally Accepted Accounting Principles (GAAP), of tribal, federal, state law, regulations, guidelines governing aspects of tribal operations related to Employee Benefits, its funding and accounting systems, knowledge of and skills in performing customer services; developing and monitoring complex multi-fund and source budget while working with up-to-date computer programs; establish and maintain effective working relationships.

License/Certification Requirements:
Must possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.
(Applicant must have a clean driving record with no traffic violations)

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***