THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS03914418** DATE POSTED: **09/25/17**

POSITION NO: 943157 CLOSING DATE: **OUF**

POSITION TITLE: Accountant

DEPARTMENT NAME / WORKSITE: Department for Self Reliance / Window Rock, Arizona

WORK DAYS: Monday to Friday

WORK HOURS: 8:00 am to 5:00 pm

REGULAR FULL TIME: ☑ GRADE/STEP: AB63A

PART TIME: ☐ NO. OF HRS./WK.: $ 37,065.60 PER ANNUM

SEASONAL: ☐ $ 17.82 PER HOUR

TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Monitors and ensures compliance with the all federal, state, and tribal regulations; ensures compliance and accountability of all Department for Self Reliance (DSR) funds from internal and external entities; provides trainings and conducts presentations pertaining to areas assigned; prepares annual budgets for the Tribal Family Assistance Grant (TFAG) and State funding, this includes the program's Reserve Fund accounts; ensures funds are available for all financial transactions; prepares budget related documents such as budget revision and summary of change forms; reviews to ensure all required documentation is attached for payment processing on all financial support services provided to DSR customers; maintains grant/contract information on file for financial transactions and performs reconciliations of the support service expenditures and personnel expenditures; conducts quarterly financial monitoring at all DSR field offices.

Identifies, researches, and analyzes any expenditure discrepancies and prepares journal voucher entries for adjustments. Provides accounting advice and guidance to all staff; reviews accounting information, runs reports, and exports data from the Navajo Nation Financial Management Information System (FMIS); utilizes FMIS report for reconciliation purposes; archives files by scanning fiscal year financial documents; assists with preparing financial reports on a monthly, quarterly and annual basis; assists in monitoring expenses, preparing, and processing financial documents; assists with the yearly audit; works closely with and maintains effective communication with all internal and external entities; attends meetings pertaining to assignments or as delegated; performs other duties assigned by the Principal Accountant and/or Department Manager III.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- 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.
- Possess a valid state driver's license.
- Must complete online training and pass required examination to be certified for access to the Financial Management Information System (FMIS).
- Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

(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: 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.