

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

REQUISITION NO: <u>DOH06421851</u>	DATE POSTED: <u>09/27/21</u>
POSITION NO: <u>943846</u>	CLOSING DATE: <u>10/29/2021 by 5pm</u>
POSITION TITLE: <u>Senior Accountant</u>	
DEPARTMENT NAME / WORKSITE: <u>Navajo Department of Health - Office of the Executive Director, Window Rock, AZ</u>	
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
RK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>
	GRADE/STEP: <u>BC65A</u>
	\$ <u>47,877.84</u> PER ANNUM
	\$ <u>22.93</u> PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Performs accounting duties of moderate difficulty and provides sound financial guidance and technical assistance to the management of the Navajo Department of Health and its programs. Provides recommendations based on analytical review of issues and terms and conditions of contract/grant requirements; assists with establishing/revising operating policies and procedures as necessary; researches and analyzes financial reports and uses independent judgement in various decisions affecting assigned function; prepares accounting/financial reports and statements as required such as detailed cost and financial analyses, forecasts and projections; reviews and analyzes accounting information and other reports generated by the Nation's general ledger system; and provides technical assistance to accounting staff for all programs. Provides technical assistance and guidance in development of budgets for all programs. Plans, coordinates and carries out assignments by applying accounting techniques to resolve management problems; resolves problems that require technical expertise; provides recommendations where critical findings are presented to management for action; maintains an updated automated accounting system to monitor and track expenditures and other pertinent financial information; advises and assists management with accounting and financial management matters; examines and interprets accounting data. Performs other duties as may be assigned.

**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.

**Special Requirements:**

- Must possess valid state driver's license
- Obtain certification within 90-day introductory period, must be FMIS (Financial Management Information System) certified.

***(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 Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal accounting operations; accounting principles, theory and practices including governmental accounting.
- Knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles.
- Knowledge of accounting principles, practices and procedures.
- Knowledge of business practices relating to the maintenance of accounts and financial records.
- Knowledge of computerized accounting systems and applications, including general software applications.
- Skill in preparing detailed and complex numerical computations and reports.
- Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet in word processing systems.
- Skill in analyzing financial systems, procedures and controls.
- Ability to communicate complex technical concepts, both orally and in writing.
- Ability to establish and maintain effective working relationships.

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