

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB01118214

DATE POSTED: 10/03/2019

POSITION NO: 211880

CLOSING DATE: Open Until Filled

POSITION TITLE: Auditor General

DEPARTMENT NAME / WORKSITE: Office of the Auditor General/Window Rock, AZ

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: BD72A

WORK HOURS: 8AM - 5PM PART TIME: NO. OF HRS./WK.: _____ \$ *****DOE PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ _____ PER HOUR

NON-SENSITIVE TEMPORARY: _____

\$96,304.00- \$115,003.20

DUTIES AND RESPONSIBILITIES:

- Serves as the chief audit executive who is responsible for the overall administration and technical direction of the Office of the Auditor General.
- Develops and implements flexible annual audit plans using risk-based methodology to establish priorities for audit coverage.
- Directs the performance of financial, operational and compliance audits of Navajo Nation programs, chapters and entities.
- Manages all audits in compliance with generally accepted government auditing standards and applicable policies and procedures.
- Establishes and maintains a quality assurance and improvement program covering internal auditing operations and activities.
- Provides management advisory services consisting of the review and management of internal control and accounting systems, procedures, practices, policies and procedures to determine their adequacy and reliability.
- Promotes efficiency in program/chapter operations and mechanisms to deter fraud, waste and abuse of government resources.
- Supervises auditors conducting audits of financial, revenue and operation systems and controls, contracts and compliance, and on internal and external governmental funded programs.
- Assigns duties to audit staff and evaluates their performance.
- Prepares and presents audit written reports of findings and recommendations; interprets and explains complex financial and administrative reports.
- Develops a methodology for following up on audit recommendations; provides guidance on preparing corrective action plans.
- Advises the Navajo Nation Council and standing committees on accounting and internal control systems and performance matters.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Business Administration, Finance, Economics, Public Administration or closely related field which must include twenty-four (24) college credit hours in accounting or auditing; and eight (8) years internal auditing experience, three (3) years of which must have been in a management/chief audit executive role capacity.

Special Requirements:

- Incumbents must meet qualification standards and must perform duties in accordance with Government Auditing Standards.
- Must be a Certified Internal Auditor (CIA), a Certified Public Accountant (CPA) or other comparable certification to fulfill the purpose of the office with a minimum of three (3) years of experience using certification credentials.
- Proficient in Microsoft Office software or other computer applications.
- 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:

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, and examining government performance. Knowledge of accounting and auditing practices to successfully conduct complex audit assignments, that requires an analysis of a number of different operational programs and accounting practices. Knowledge of accounting and auditing principles, theories, methodology and principles to serve as an expert in advising other auditors, Navajo Nation Council, chapter governments, programs, departments and divisions. Demonstrate fluency in both Navajo and English languages to effectively communicate with management and elected officials.

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