

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DODE04421896</u>	DATE POSTED: <u>10/05/21</u>
POSITION NO: <u>203494</u>	CLOSING DATE: <u>Open Until Filled</u>
POSITION TITLE: <u>Accountant</u>	
DEPARTMENT NAME / WORKSITE: <u>Department of Dine' Education Administration, Window Rock, Arizona</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>8 AM - 5 PM</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>BQ63A</u>
	\$ <u>41,488.56</u> PER ANNUM
	\$ <u>19.87</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Under the direction of the Superintendent of Schools, performs professional accounting directing and managing the Department of Dine' Education Administration budgets. Facilitate the Department's Eleven (11) programs Fiscal Year Budget documents, provides guidance to program managers; oversees fiscal management; facilitate strategic planning for Navajo Nation education programs in cooperation with appropriate personnel; provides the development and implementation of internal control mechanisms, procedures and guidelines to maintain staff accountability and compliance with applicable policies & procedures. Performs a wide range of detailed complex accounting and advisory functions pertaining to assigned fund area, accounts or department; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews and approves expenditures, personnel and purchasing documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies and objectives. Interprets data and points of trends or deviations from standards; prepares accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data; prepares journal entries, maintains complex ledgers, prepares detailed cost accounting information; reconciles and analyzes reports and ledgers. Monitors compliance with Generally Accepted Accounting Principles (GAAP) and Navajo Nation regulations; researches, analyzes and uses independent judgement in a variety of daily and non-routine decisions affecting assigned functions; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of accounting experience.

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:

Knowledgeable of Generally Accepted Accounting Principles (GAAP). Knowledgeable of public relations/customer service principles, practices and techniques; and knowledgeable of computerized accounting systems and applications including general software applications. Skills in preparing detailed and complex numerical computations and reports. Skills in developing and monitoring complex multi-fund and source budgets using automated spreadsheet and word processing systems. Skill in communicating technical concepts, both orally and in writing. Skill in establishing and maintaining effective working relationship with Office of Budget & Management (OMB), Office of the Controller (OOC): Office President/Vice President (OPVP), Navajo Nation Council Committees, and with officials at the local, State & Bureau of Indian Education. (BIE) offices, oversees Grant Agreements with Dine' College, Navajo Technical University (NTU), Navajo Preparatory School and Phoenix Indian Center. Knowledge at the Financial Management Information System (FMIS) for budgetary information.

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