

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS15321888

DATE POSTED: 10/05/21

POSITION NO: 233439

CLOSING DATE: 10/18/2021 by 5pm

POSITION TITLE: Accountant

DEPARTMENT NAME / WORKSITE: Division of Social Services - Department of Family Services / Window Rock, AZ

WORK DAYS: Monday to Friday REGULAR FULL TIME: GRADE/STEP: BQ63A

WORK HOURS: 8 a.m. to 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 41,488.56 PER ANNUM

SENSITIVE SEASONAL: DURATION : \$ 19.87 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Monitor and ensure compliance with all federal, state, and tribal regulations. Ensure compliance and accountability of all Department of Family Services funds (General Fund, 638, and external). Record all financial transactions to a general ledger for assigned business units. Maintain, monitor and reconcile all assigned business unit ledgers to the Navajo Nation's Financial Management Information System (FMIS) and submits monthly reconciliation for all assigned business units for review and approval by the Senior Programs & Projects Specialist. Identify, research, and analyze any expenditure discrepancies, prepare journal voucher entries and work closely with all internal and external entities to resolve any discrepancies. Check and ensure funds are available for all financial transactions. Maintain and monitor all personnel expenditures and provides a worksheet on personnel savings. Reviews and approves the availability of funds for personnel documents. Assist with monitoring open commitments and request for de-obligation of funds when needed. Develop and prepare procedures for financial processes. Reconcile Purchase Card holders expenses. Assist with preparing and submitting financial documents for payment processing. Maintain a record of all financial documents. Review accounting information, run reports and export data from the FMIS. Assist with scanning of financial documents. Provide accounting advice and guidance to all staff. Provide FMIS 6B procurement training. Become certified in the FMIS and obtain dual roles in the 6B procurement process. Performs other work-related assignments given by the Senior Programs & Projects Specialist, Senior Accountant and Department Manager III. Assist with yearly audit. Work closely with and maintain an effective communication with all internal and external entities. Attend meetings pertaining to assignments or as delegated.

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

Special Requirements:

- A favorable background investigation.
- A valid state driver's license. Within ninety (90) days of hire, must obtain a Navajo Nation Vehicle Operator's Permit.
- Within six (6) months of employment, must complete mandatory training and pass required examination to be certified for access to the Financial Management Information System (FMIS).
- Within six (6) months of employment, 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: P.L. 93-638 and P.L. 97-35; 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.