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

REQUISITION NO: **DCD1389341** DATE POSTED: **10/06/14**

POSITION NO: **243207** CLOSING DATE: **10/17/14**

POSITION TITLE: **ACCOUNTANT**

DEPARTMENT NAME / WORKSITE: **DIVISION OF COMMUNITY DEVELOPMENT, ADMINISTRATIVE SERVICE CENTER / SHIPROCK, NM**

WORK DAYS: MONDAY-FRIDAY

WORK HOURS: 8:00AM - 5:00 PM

REGULAR FULL TIME: ☑

PART TIME: ☐ NO. OF HRS./WK.:

SEASONAL: ☐

TEMPORARY: ☐ DURATION :

GRADE/STEP: AB63A

$ 37,065.60 PER ANNUM

$ 17.82 PER HOUR

**DUTIES AND RESPONSIBILITIES:**

• Provides guidance and oversight to chapter account maintenance specialist in chapter accounting activities; identifies sound accounting concepts to resolve problems; investigates; and handles sensitive financial data. Provides leadership, direction and training for account maintenance specialist for standardized accounting practices in the areas of: Five Management System (FMS), governmental accounting software, entering budgets, cash receipts, expenditures, journal vouchers, reconciling bank accounts, reconciling fund balances, payroll, tax liabilities, financial reporting, compiling expenditure reports, entering checks, revenues, and preparation of the financial statements.

•Administrative duties including but not limited to review ACS employees timesheets; attend department/program meetings; coordinate and conduct trainings for chapter personnel related to fiscal matters; provide technical assistance to the account maintenance specialist on governmental accounting software at chapters, and recommend and implement solutions based on sound accounting principle and practices. Shall develop accounting and financial management policies and procedure to comply with Five Management System, Navajo/state/federal mandates. Reconcile, monitor, and provide reports. Supervise Administrative Service Center Accountants.

•Review and guide the chapter personnel of their fiscal matters in budget preparation and finalization. Prepare the proposed allocated budget; prepare budget via WIND System, prepare and follow budget process via Abilia System. Takes the lead in developing training materials and guidelines for account maintenance specialist in the areas of budget preparation and submission into the WIND System. Monitor budget progress and follow up on delays or issues.

•Accounting services and compliance: addresses all major accounting issues involving NNC oversight committee, internal revenue services, office of auditor general, office of management budget, office of the controller, DOJ, OPVP, and DCD. Reviews and resolves chapter accounting discrepancies and initiate corrective action. Mediates conflicts between ASC, chapter and central government and other funding sources. Research, analyze, and interprets all applicable NN, federal, state and including governmental accounting and budgeting principles.

•Other duties related to complex accounting and fiscal problems assigned by Senior Accountant. Attend planning and regular chapter meeting on behalf of Principle Accountant; attend legislative oversight committee, agency and district council, and other departmental meetings.

**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.

**Preferred Qualifications:**

- A Master's degree in Accounting, Finance, Business Administration or closely related field.
- Proficiency in computerized accounting systems and applications, including general software applications.

**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:**

Must demonstrate fluency in Navajo and English language.

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