

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

REQUISITION NO: DCD02920139  
POSITION NO: 209900  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 10/16/20  
CLOSING DATE: 10/29/20

**SENIOR ACCOUNTANT**

DEPARTMENT NAME / WORKSITE: DCD/EXECUTIVE ADMINISTRATION/WINDOW ROCK, AZ

WORK DAYS: <u>MON - FRI</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BC65A</u>
WORK HOURS: <u>8AM TO 5PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>46,300.80</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>22.26</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	DURATION : _____

**DUTIES AND RESPONSIBILITIES:**

Provide support of the fiscal management, control and analysis of funds appropriated to the Division - general funds and external funds. Serves as the budget liaison for the Division by providing guidance and support in preparing and developing annual budgets for the Executive Administration, Community Housing & Infrastructure Department, Capital Projects Management Department, Administrative Service Centers, and 110 Navajo Nation Chapters. Ensures budgets are prepared in compliance with the plan of operations, goals and objectives of the Division of Community Development. Reviews budget submissions from chapters, checks for completeness and accuracy of all forms; Monitor budgets throughout all phases using the DCD WIND system to assure budget data is entered correctly. Monitor expenditures and account balances to ensure accuracy, transparency and accountability, including use of the Chapter Fund Balance tool on the DCD WIND system to track monthly balances. Attends budget meetings, hearings, conferences and reviews budget requests. Prepares standard budget reports reflecting forecasts and projections and interrelationships of budgeting data; Researches and provides general information, interpretation of budget policies/procedures and technical assistance to assigned programs in budget proposal development; Performs a wide range of standard budgetary and advisory functions pertaining to assigned fund area, accounts or department and assures operations are carried out in accordance with established budget policies and objectives; assure that funds appropriated are expended in compliance with the Budget Instructions and Policies Manual and budget resolutions. Provides practical and technical assistance to chapters by establishing an Accounting system, resolving accounting problems, perform detail /complex accounting and advisory functions, reviewing expenditure reports for accuracy and in compliance with applicable policies and laws. Check MIP balance sheets and bookkeeping methods. Informs program supervisors of budget issues, financial problems, and recommends proper budgetary controls. To assure and provide guidance in developing the Chapters Five Management System Policies and Procedures (Fiscal, Procurement, Property Policies, Records, and Personnel Policies). To review and assess the progress of Chapters on their Corrective Action Plan. To provide practical assistance to resolve findings and comply with the Chapters' Five Management System Policies and Procedures. Provide clarification and interpretation on the fiscal policies for operations such as the travel policy, Business Opportunity Act, Procurement Code, respective Chapter FMS policies, Title 26, Budget Instructions Manual, Generally Accepted Accounting Principles (GAAP), computerized accounting system and applications (FMIS, WIND, MIP, etc.) and other pertinent laws regarding fiscal matters. Provide training on: 1) WIND budget and fund balance application, 2) MIP Accounting System, and 3) Annual Budget and work session on filling in the budget in the WIND system.

**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:**

- 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:**

FMIS Certification and 6B Certification.

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