

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DOH04312683	DATE POSTED:	10/17/16
POSITION NO:	949699	CLOSING DATE:	10/28/16
POSITION TITLE:	Senior Accountant (S)		
DEPARTMENT NAME / WORKSITE:	NDOH/ Navajo Area Agency on Aging, Window Rock, AZ		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP:	AB65A
WORK HOURS: <u>8AM - 5PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.:	\$ 44,054.40 PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION :	\$ 21.18 PER HOUR
	TEMPORARY: <input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Health Services Administrator; responsible for managing, preparation, and monitoring of funding sources, both internal and external funds. Performs accounting works that aids in resolving management financial issues, provides recommendation to management when accounting data indicates trends requiring action to be taken beyond scope of responsibilities; establish or revise procedures and/or operating policies of assigned functions, prepares accounting reports and statements; reviews statements of accounting information and other reports provided by the Nation's general ledger system; provides technical advice and services to program staff with complex problems or special projects; handles difficult accounting activities; develops and maintains a complex automated accounting system to produce and track expenditures and all pertinent financial information; advises and assists management on accounting and financial management matters; examines and interprets accounting data, analyzes variable program operation; monitors agency expenditures; reconcile requisitions, P-Cards, invoices, and assists with fiscal closeout; and reports to NDOH oversight committee and other Navajo Nation Legislative committees when requested.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and two years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

Special Requirements:

- A favorable background investigation. *(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)*

(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 General Accepted Accounting Principals, governmental accounting and budgeting principals. Ability to work with multiple funding sources (Navajo Nation General Funds, State of Arizona and New Mexico Funds, and Federal funds); knowledge of Arizona and New Mexico procurement; ability to work with multiple departments and programs.

<<A favorable background investigation is required>>

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