

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OOC02810892 DATE POSTED: 10/19/15
POSITION NO: 202535 CLOSING DATE: 10/30/15
POSITION TITLE: Accounting Supervisor
DEPARTMENT NAME / WORKSITE: Office of the Controller / Accounts Payable Section / Window Rock, AZ
WORK DAYS: Monday -Friday REGULAR FULL TIME: GRADE/STEP: AB67A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 52,062.40 PER ANNUM
SEASONAL: DURATION : _____ \$ 25.03 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Supervises the Accounts Payable Section staffs comprised of one (1) associate accountant, ten (10) account maintenance specialists and one (1) office assistant, with distributing daily workload for vendors and customers from A to Z approximately 13,584 vendors/customers. Supervises the Purchasing Card Section (P-Card) staffs comprised one (1) senior accountant, one (1) accountant, one (1) associate accountant and three (3) account maintenance specialists, with review and assign daily workload of over 2,500 P-Card cardholders with various NN Department/Program under 13 Divisions with General Fund and External Funds. Provide statistical data for all assignments on a daily, monthly, quarterly and annually basis. Monitor P-Card expenses down loads from VISA & uploaded to JDE FMIS by maintain General Ledger Mapping (Merchant Category Code to G/L Mapping templates within FMIS). Ensure all batch control records, account ledger in AP is matched to account balances. Maintain the requirement for AP to set the AAI in AP module. Guarantee the disbursement batch is reconciled and balanced to the General Ledger and all reconciling items are cleared and posted by month end closing. Assist Accounts Payable and Cashiers Section with any issues regarding the AP module check write generation and other payment instruments. Attend any meetings regarding the assigned accounts. Maintain an adequate accounting record; coordinate and control the responsibilities of P-Card card holders, reconcilers, and approvers; understand balance sheet, income statement, accounting terminology, General Accepted Accounting Principles (GAAP). Monitor and maintain all annual Navajo Nation IRS tax issuance of Form 1099-Misc.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and four (4) years of progressively responsible administrative or management work experience involving financial and accounting systems, budget and fiscal policy analysis and information systems, two (2) years of which must have been in a lead or supervisory capacity.

Preferred Qualifications:

- Master's degree in Accounting, Finance, Business Administration or related field.
- Professional accounting experience including the preparation of complex financial reports.
- Advanced supervisory experience in the application of accounting principles and methods.
- Proficiency in computerized accounting systems and applications.

Special Requirements:

- A favorable background investigation is required.

(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:

Ability to effectively execute against assigned priorities, as well as determine prioritize daily task. Ability to work independently as well as part of a team and under pressure. Acquaintance of Navajo Nation Code, Federal (OMB Super Circular Changes) and State Laws, regulations and guidelines governing aspects of tribal operation including auditing, purchasing, grants, risk management, budgeting and accounting. Demonstrate tenacity and diligence in following up on outstanding issues and promote new technologies to ensure quality customer services. Flexibility to work beyond and in fast paced dynamics environment. Knowledge of generally accepted accounting principles (GAAP), Sarbanes Oxley and process including automated accounting systems. Must be ambitious, a self

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