

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB0118239

Date Posted: 10/22/13

POSITION NO: 242929

Closing Date: 11/04/13

CLASS CODE: 1654

POSITION TITLE: Auditor

DEPARTMENT NAME: Office of the Auditor General

DEPARTMENT NO: 11 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: Y65A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8 AM - 5 PM

Temporary:

Duration: _____ \$ 42,764.80 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 20.56 Per Hour

DUTIES AND RESPONSIBILITIES:

Perform professional financial and operational auditing assignments of tribal government organizations, including Chapters. Works under the direct supervision of the Auditor in Charge of the particular assignment. Performs routine auditing procedures consisting of: (1) Analyzing accounting data in accordance with generally accepted accounting principles; (2) Preparation of audit workpapers in accordance with established office procedures; (3) Investigation and determining the validity of data subject to audit; and (4) Preparation of preliminary reports thereon.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A Bachelor's Degree in Accounting, Business Administration, Finance, Political Science, or closely related field which must include twenty-four (24) college credit hours in accounting or auditing; and two (2) years of government auditing and accounting work experience **OR** a Master's degree in Accounting, Business Administration, Finance, Political Science, or closely related field which must include twenty-four (24) college credit hours in accounting or auditing.

(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 generally accepted government auditing standards; demonstrate ability to analyze accounting data; ability to express views and accounting knowledge orally and in writing; ability to work well for and with others and to accept responsibility for specific audit tasks; ability to maintain confidentiality of client data.

License/Certification Requirements:

Valid State Driver's License, **preferred**. Incumbents in this classification must meet qualification standards and must perform duties in accordance with Government Auditing Standards.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99