

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

REQUISITION NO: DODE04414539 DATE POSTED: 10/23/17  
POSITION NO: 243632 CLOSING DATE: OUF  
POSITION TITLE: Senior Accountant  
DEPARTMENT NAME / WORKSITE: Office of Special Education and Rehabilitation Services / Dine Education / Window Rock, AZ  
WORK DAYS: M-F REGULAR FULL TIME:  GRADE/STEP: A165A  
WORK HOURS: 40 PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 44,720.00 PER ANNUM  
SEASONAL:  DURATION : \$ 21.50 PER HOUR  
TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Prepares overall program budgets using detailed/complex accounting functions pertaining to program accounts which include Federal, State, Navajo Nation General Funds, Proprietary, and Trust Funds. Assist program manager in presenting budgets to OPVP, Standing Committees and Budget and Finance Committee of Navajo Nation Council. Tracks all Section 164 Review documents related to program budgets. Ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures. Review and processes all program's expenditures documents for availability of funds, accuracy, and compliance with established Generally Accepted accounting Principles, the NN Budgets instructions and Policies Manuel, NN Procurement Policies and Procedures, NN Travel Policies and Procedures, Section 164 Review process, and all related codes and regulations. Review and reconciles budgets on a monthly basis using FMIS System, Interprets data to identify trends and patterns in fund balances. Prepares accounting reports, ledgers and statements for review by Director; such as general ledgers. Prepares financial analysis for proposed budgets revisions as needed. Uses computerized systems for accounting purposes (Excel, FMIS etc.) and software to monitor. Assist staff with computer-related problems by providing repair and management of database. Researched and analyzes information using independent judgement in a variety of daily and non-routine assignments that are affecting assigned job duties. Performs detailed and complex numerical computations and reports. Forecasts and projects budget information bases on monthly review, prepares journal entries, and monitors compliance with Generally Accepted Accounting Principles and Navajo Nation fiscal controls. Provides and prepares realistic projections based on advance mathematical calculations. Ensures compliance with the principles, policies and procedures and regulations of federal grants, fiscal reporting requirements; such as but not limited to OMB A-87, Cost Principles, EDGAR, 34 Code of Federal regulations 371 and other requirements for transfer of funds from the BIE and grants funded program. Performs special assignments relating to financial management activities as assigned by the Director and the Assistant Director related to grant applications submitted to various funding sources. Provides information for program budgets to be submitted to funding agency on an annual basis.

**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:**

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal accounting operations; accounting principles, theory and practices including governmental accounting. Knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles. Knowledge of accounting principles, practices and procedures. Knowledge of business practices relating to the maintenance of accounts and financial records. Knowledge of computerized accounting systems and applications, including general software applications. Skill in preparing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems. Skill in analyzing financial systems, procedures and controls. Skill in communicating complex technical concepts, both orally and in writing. Skill in establishing and maintaining effective working relationships.

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