THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0122550** | Date Posted: 10/25/10

POSITION NO: 941790 | Closing Date: OUF

CLASS CODE: 1661

POSITION TITLE: **Minerals Auditor**

DEPARTMENT NAME: Minerals Department

DEPARTMENT NO: 12 | WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:

Days: Monday-Friday

Hours: 8:00 am - 5:00 pm

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration: _____

Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: N650A

SALARY: 40,081.60

$ _____ Per Annum

$ 19.27 Per Hour

DUTIES AND RESPONSIBILITIES:

The incumbent in this position performs financial and compliance audits of intermediate difficulty. The scope of audits includes all sources of revenue received from Navajo Nation mineral leases and agreements. The auditees primarily include oil and gas lease operators, and coal mining companies. The audit work involves the inspection of all records and sales contracts, and proceeds thereof, to ensure compliance with applicable Navajo Nation and Federal lease terms, regulations, laws, and policies. Audits are conducted in accordance with the U.S. Government Auditing Standards issued by the Comptroller General of the U.S. General Accountability Office. The incumbent must have thorough knowledge of the principles, practices, and theories of accounting and auditing, and must demostrate excellent written and oral abilities.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelors degree in Accounting, Business Administration, or a closely related field which includes twenty-four (24) college credit hours in accounting and/or auditing. ***(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)***

Experience:

Two (2) years of audit experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Proficient knowledge of Microsoft software products including Word, Excel, and Access. Skills in developing clear and concise analytical spreadsheets, audit summaries, correspondence, workpapers, and audit reports. Incumbents in this classification must meet qualification standards and must perform duties in accordance with Government Auditing Standards issued by the Comptroller General of the United States. Incumbents must also meet the qualifications set forth under the General Audit Standards of the Cooperative Agreement.

License/Certification Requirements:

Valid Drivers License. Incumbent is required to submit to criminal background and personal financial credit checks conducted by the Department of Homeland Security to determine elgibility to work under the Contract with the U.S. Department of the Interior's Office of Natural Resources Revenue.

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***