

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH04316557

DATE POSTED: 11/05/18

POSITION NO: 949699

CLOSING DATE: 11/19/18

POSITION TITLE: Senior Accountant

DEPARTMENT NAME / WORKSITE: NDOH/Division of Aging and Long Term Care Support - Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AR65A

WORK HOURS: 8:00 AM - 5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 45,385.60 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 21.82 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Health Services Administrator; responsible for managing, preparation, & monitoring of funding sources, both internal & external funds. Performs accounting work that aids in resolving management financial issues, provides recommendations to management when accounting data indicates trends requiring action to be taken beyond scope of responsibilities; establish or revise procedures &/or operating policies of assigned functions, prepares accounting reports & statements; reviews statements of accounting information & other reports provided by the Nation's general ledger system; provides technical advice & services to program staff with complex problems or special projects; handles difficult accounting activities; develops & maintains a complex automated accounting system to produce & track expenditures & all pertinent financial information; advises & assists management on accounting & financial management matters; examines & interprets accounting data, analyzes variable program operation; monitors agency expenditures; reconcile requisitions, P-Cards, invoices, & assists with fiscal closeout; provides reports to NDOH, Oversight Committees & 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 (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

Special Requirements:

- Possess a valid state driver's license.
- 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 General 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.

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