THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0399505**	DATE POSTED:	**11/10/14**
POSITION NO:	**241076**	CLOSING DATE:	**11/24/14**
POSITION TITLE:	**Senior Accountant**		
DEPARTMENT NAME / WORKSITE:	**Department for Self Reliance / Window Rock, AZ**		

WORK DAYS:	Monday to Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB65A
WORK HOURS:	8:00 am to 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 44,054.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 21.18	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Works under general direction of the Principal Accountant; performs accounting work to aid the Principal Accountant to monitor all financial expenditures to be in compliance with tribal and federal regulations; assures all contracts and agreements comply with Navajo Nation Procurement Law, will consult with tribal financial staff and auditors to respond to any potential audit issues and provide advice and technical assistance to field staff to prevent and eliminate questionable costs; delegated to assist with 6B-Rollout and other financial initiatives. Shall perform accounting work to assist the Senior Programs & Projects Specialist for the Special Projects Section on financial procedures to develop and implement new projects, i.e. Youth Initiative, Fatherhood Initiative, Healthy Families, etc.; develops internal financial policies and procedures for new projects in consultation with tribal, state, and federal officials on financial matters related to the development and implementation of the new projects for the program.

Performs accounting work to assist the Senior Programs & Projects Specialist for the Customer & Staff Development Sections to negotiate contracts and agreements with post-secondary institutions, technical/vocational institutions, training institutions, and consultants to provide training to both customers and program staff. Shall develop and implement relevant financial records and recordkeeping to monitor the program's Support Services by developing and maintaining a complex automated accounting system to produce and track expenditures and all pertinent financial information, shall advise Management Information Systems to improve accounting system to capture all relevant data for each position to provide additional support to process transactions, posting, recording, budgeting, and other necessary transaction as required. In the absence of the Principal Accountant, shall supervise the two Accountants, one Accounts Maintenance Specialist, one Property Clerk, & one Collections Officer; represents and attends meetings on behalf of the program. Assists in the development of financial reports as required by tribal and federal institutions, provide training to the field staff on financial procedures.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and two (2) years of progressively responsible or diverse accounting experience including financial policy analysis and information systems.

Preferred Qualifications:

- Master's degree in Accounting, Finance, Business Administration or closely related field.
- Proficiency in computerized accounting systems and applications, including general software applications.

Special Requirements:

- Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

(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; Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles; business practices relating to maintenance of accounts and financial records; and computerized accounting systems and applications.

SKILL IN: preparing detailed and complex numerical computations and reports; developing and monitoring complex multi-fund and source budgets using automated spread sheet and work processing systems; analyzing financial systems, procedures, and controls; communicating complex technical concepts, both orally and in writing.

<<A favorable background investigation is required>>

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