

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS04722179 DATE POSTED: 11/10/21
POSITION NO: 244420 CLOSING DATE: 12/27/2021/2021 by 5pm
POSITION TITLE: Senior Accountant (Temporary)
DEPARTMENT NAME / WORKSITE: NDPS/EMERGENCY MEDICAL SERVICE/WINDOW ROCK, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ65A
WORK HOURS: 8:00 AM-5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 49,318.56 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 23.62 PER HOUR
NON-SENSITIVE TEMPORARY: (1) Year

DUTIES AND RESPONSIBILITIES:

Performs a wide range of detailed complex accounting functions; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews expenditures, personnel and purchasing documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies and objectives. Interprets data and points out trends or deviations from standards; prepares accounting reports and statements, such as detailed costs and financial analysis, forecasts and projections reflecting interrelationships of accounting data; prepares journal entries, maintains complex ledgers, prepares detailed cost accounting information; reconciles and analyzes reports and budgets; researches, analyzes and uses independent judgement in a variety of daily and non-routine decisions affecting EMS; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system. Assist Department Manager in presenting budgets to OPVP, Indian Health Service, OMB and Committees of the Navajo Nation Council. Prepares financial analysis for proposed budget revisions as needed. Perform special assignments relating to financial management activities as assigned by the Department Manager related to federal reimbursement, grant applications, and program budgets submitted to funding agencies.

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
- Possess a valid state driver's license and within 90 day's of hire, obtain a Navajo Nation Vehicle Operator's Permit

(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 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.

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