

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: 00C02822201
POSITION NO: 244487
POSITION TITLE: Accounting Manager

DATE POSTED: 11/17/21
CLOSING DATE: 12/02/2021 by 5 PM

DEPARTMENT NAME / WORKSITE: Office of the Controller (Contract Accounting) / Window Rock, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ69A
WORK HOURS: 8:00AM-5:00PM PART TIME: NO. OF HRS./WK.: _____ \$ 69,217.20 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 33.15 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Plans, assigns, supervises, and coordinates the activities of a central accounting unit responsible for recording, maintaining and providing accounting data related to Navajo Nation fiscal operations; reviews and presents financial reports including expenditures, commitments and revenue data; devises and establishes budgetary controls; interprets and implements new accounting standards; ensures that accurate internal ledgers and records are maintained and reconciled periodically with reports generated by the financial accounting system; reconciles bank statements. Manages, plans and coordinates the formulation and execution of broad policy and immediate technical supervision of overall accounting functions; reviews financial documents and authorizes expenditure of funds; ensures compliance with funding source requirements; reviews invoices for reimbursable contracts; ensures all grants and contracts are closed out at the end of grant period in accordance with applicable requirements; reviews proposals prior to submission to funding agencies; assists internal and/or independent auditors by providing information required for audits; assists with and/or prepares responses to audit exceptions. Participates in complex organizational and procedural analysis; performs special projects; serves as departmental coordinator of related committees and task forces; coordinates and facilitates the design and implementation of automated accounting/financial systems; evaluates and recommends accounting/financial system changes; mentors, organizes, trains, motivates and evaluates assigned staff; answers inquiries, resolves complaints and advises organizational units on accounting policies and procedures; may be delegated in the absence of the Controller.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in accounting, finance, business administration or closely related field; and six-years of progressively responsible or expansive administrative or management work experience involving financial and accounting systems, budget and fiscal policy analysis and information systems; four-years of which must have been in a supervisory capacity.

Special Requirements:

- Possess a valid 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 governmental accounting and financial administration principles and practices including automated accounting systems. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting. Knowledge of accounting principles, practices and procedures. Knowledge of modern office procedures and practices used in accounting transactions, including record keeping and data security methods and techniques. Knowledge of supervisory methods and practices. Skill in developing computer databases and spreadsheet files. 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.