

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | <u>DSS15312846</u> | DATE POSTED: | <u>11/21/16</u> |
| POSITION NO: | <u>903457</u> | CLOSING DATE: | <u>OUF</u> |
| POSITION TITLE: | Accountant | | |
| DEPARTMENT NAME / WORKSITE: | <u>Department of Family Services - Administration / Window Rock, AZ</u> | | |
| WORK DAYS: | <u>Monday-Friday</u> | REGULAR FULL TIME: | <input checked="" type="checkbox"/> |
| WORK HOURS: | <u>8 a.m. to 5 p.m.</u> | PART TIME: | <input type="checkbox"/> |
| | | SEASONAL: | <input type="checkbox"/> |
| | | TEMPORARY: | <input type="checkbox"/> |
| | | NO. OF HRS./WK.: | <u> </u> |
| | | DURATION : | <u> </u> |
| | | GRADE/STEP: | <u>AB63A</u> |
| | | \$ | <u>37,065.60</u> PER ANNUM |
| | | \$ | <u>17.82</u> PER HOUR |

DUTIES AND RESPONSIBILITIES:

Performs a complex financial accounting and assigned to oversee the 638 Administration/Welfare, Low Income Home Energy Assistance Program (LIHEAP), and Community Service Block Grant (CSBG) accounts and expenditures for each federal grant year. Ensures compliance with federal, state, and Navajo Nation by advising management on requirements or actions needed.

Prepares accounting reports by recording all journal entries, account reconciliation, and monthly closing accurately in a timely manner with FMIS, monitors subsidiary accounts accurately by verifying transactions prior to posting.

Coordinates with Account Maintenance Specialist to assure technical, fiscal management support to the field office and vendors. Monitors and implements process of vendor's payment of travel authorization, request for direct payment and purchasing requisition, and invoices. Coordinates with the Human Resources Section in DFS personnel positions in availability of funds. Organizes AP check from check runs for vendor file.

Attends administration staff meetings, training, conference.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of accounting experience

Special Requirements:

- A favorable background investigation required.
- Possess a valid state driver's license.

(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 Generally Accepted Accounting Principles (GAAP); knowledge of public relations/customer service principle; knowledge of computerized accounting systems and applications including general software applications; knowledge of accounting principles, practices and procedures. 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 work processing systems; skill in communicating technical concepts, both orally and in writing; skill in establishing and maintaining effective working relationships.

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