

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: 00C02822251

DATE POSTED: 11/24/21

POSITION NO: 202580

CLOSING DATE: 12/09/2021 by 5 PM

POSITION TITLE: SENIOR ACCOUNTANT

DEPARTMENT NAME / WORKSITE: Office of the Controller/ General Accounting Section/Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ65A

WORK HOURS: 8 am-5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 49,318.56 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 23.62 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Performs account analysis and bank reconciliations for both small and large bank accounts. Ability to read and interpret financial data and create reports for management decisions. Analyze financial records to determine compliance with appropriate fiscal policies and procedures. Review analyze and approve financial documents, records and accounts for integrity and compliance with accounting procedures. Prepares annual and special reports for management. Completes budget reconciliations, void reissues on checks, compliance certificates. Reviews and maintains loan information for long term debt. Participates in development of accounting procedures and practices of the Navajo Nation. Provides assistance and guidance to lower level accountants and staff with relation to complex accounting problems in an independent manner, is innovative and creative in applying accounting concepts to resolve management issues and provides alternative directions. Is able to research and compile information to create reports for management and other programs. Works with internal as well as external auditors to compile information for annual audit. Approval of reimbursements and refunds from various funds. Understands and can research and review legislations related to financial matters. Works with Chapters, Payroll and a number of other programs to ensure compliance.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

- Possess a valid state Drivers 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. Familiarity with Navajo Nation budgeting processes and forms.

Skill in developing detailed and complex numerical spreadsheet files and reports, and analyzing financial systems, procedures, and controls.

Skill in applying judgement in the release of confidential information. (Knowledge of the Privacy Act).

Skill in time management, Ability to meet deadlines, achieve and maintain productivity levels.

Skill in establishing and maintaining effective working relationships with others.

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