

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0482663

Date Posted: 12/06/10

POSITION NO: 940761

Closing Date: 12/17/10

CLASS CODE: 1518

POSITION TITLE: SENIOR ACCOUNTANT

DEPARTMENT NAME: Office of Navajo Nation Scholarship and Financial Assistance / Central

DEPARTMENT NO: 48 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N65A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 40,081.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.27 Per Hour

DUTIES AND RESPONSIBILITIES:

Under supervision from the Department Manager is responsible for the Office of Navajo Nation Scholarship and Financial Assistance Program federal and tribal budget. Coordinates with Contract Accounting and Contract and Grants to ensure compliance of expenditures of federal and tribal funds. Responsible to ensure prudent spending by staff and advise management of all budgets changes. Advise and assist Management on accounting and financial matters on short and long range planning for the program to support its goals & objectives to continue providing quality services to clients. Maintains all financial records to ensure accountability for financial audits on any questionable costs by independent or tribal auditors. Aids in the resolution of financial management problems, recommends alternatives in situations requiring action beyond scope of work; establishes/revises procedures in operating policies; researches analyzes and uses judgment in daily non-routine functions; provides technical advice and services to lower level staff or special projects; Reconciles and maintains accuracy of FRS Check Cycle Disbursement reports. Work with Financial Services and SFACs to update, maintain and adjust client folders; Maintain and research all scholarship payments-correct errors or misapplied funds and credits using the SIS/FAM and FRS systems; Consults & coordinate with NDIT; Reconciles all returned scholarship & financial assistance checks issued, voided or returned; traces lost checks, requests for stop payments and reissue of checks, Prepares journals verifying accounts SIS/FAM fund codes and credits client folders; Inputs information into SAS/FAM screen; Deposits VRR checks to Cashiers; Reconciles cash journals, corrects and adjusts misapplied credits, ensures accuracy; Prepare and maintain all Trust Funds, NNTEC FY general funds budget. Coordinates with Financial Services on approved budgets to receive new account numbers for each fund and responsible for ensure funds are spect properly; Develop/assign fund codes for program; Monitors FY expenditures and disbursements for each student ensuring compliance by using MOAs and scope of work. Responsible each year to process the P.L. 93-638 Mature Contract federal funds budget through the 164 Review Process to the BIA-OIEP Office prior to Dec 31 each year. Follows up on status of final approval and ensures funds are available for use. Under Dept Managers direction prepares modifications, revisions to 93-638 budget or scope of work with coordinating with OCG and Contract Accounting for compliance of both tribal and federal regulations for fiscal management.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's degree in Accounting, Business Administration or closely related field; and

Experience:

three (3) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of the Navajo Nation, federal and state laws, regulations and guidelines governing aspects of accounting operations, principles and practices. Knowledge of Navajo Nation and federal, donor and/or institutional rules, regulations, knowledge of principles and practices of financial-procedures; skilled in operating a computerized information system, computer literate in Quattro Pro, Excel, SIS/FAM. Must establish and maintain an effective working relationship with work. Minimum physical effort in an office setting.

License/Certification Requirements:

PREFERRED: Valid State Drivers License; Financial Management Information System certified.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99