

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0392697

Date Posted: 12/06/10

POSITION NO: 933156

Closing Date: 12/17/10

CLASS CODE: 1519

POSITION TITLE: ACCOUNTANT

DEPARTMENT NAME: DSS/Navajo Nation Program for Self Reliance

DEPARTMENT NO: 39 WORKSITE LOCATION: St. Michaels, Az

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N630A

Days: Monday thru Friday

Permanent:

SALARY:

Hours: 8:00 AM - 5:00 PM

Temporary:

Duration: _____ \$ 33,737.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 16.22 Per Hour

DUTIES AND RESPONSIBILITIES:

Monitors and ensures compliance with the all federal, state, and tribal regulations; ensures compliance and accountability of all Navajo Nation Program for Self Reliance (NNPSR) funds from internal and external entities; provides trainings and conducts presentations pertaining to areas assigned; prepares annual budgets for the Tribal Family Assistance Grant (TFAG) and State funding, this includes the program's Reserve Fund accounts; ensures funds are available for all financial transactions; prepares budget related documents such as budget revision and summary of change forms; reviews to ensure all required documentation is attached for payment processing on all financial support services provided to NNPSR customers; maintains a ledger for financial transactions and performs reconciliations of the support service expenditures, personnel expenditures, and the ledger; conducts quarterly financial monitoring at all NNPSR field offices.

Identifies, researches, and analyzes any expenditure discrepancies and prepares journal voucher entries for adjustments; reconciles the Purchasing Card (P-Card) expenditures for assigned NNPSR P-Card holders; monitors all personnel expenditures and provides worksheet on personnel savings; prepares policies and procedures. Provides accounting advice and guidance to all staff; reviews accounting information, runs reports, and exports data from the Navajo Nation Financial Management Information System (FMIS); utilizes FMIS report for reconciliation purposes; archives files by scanning fiscal year financial documents; assists with preparing financial reports on a monthly, quarterly and annual basis; assists in monitoring expenses, preparing, and processing financial documents; assists with the yearly audit; works closely with and maintains effective communication with all internal and external entities; attends meetings pertaining to assignments or as delegated; performs other duties assigned by the Principal Accountant, Assistant Department Manager, and/or Department Manager III.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

One (1) year of accounting experience; 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, application must submit copies of college transcript, certificates, diploma, etc.)*

Special Knowledge, Skills and Abilities:

Knowledge of Generally Accepted Accounting Principles (GAAP); knowledge of computerized accounting systems and applications including general software applications. Skill in performing 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 to establish and maintain effective working relationships.

Knowledge of the Nation Nation Financial Management Information System, Personnel Policies and Procedures, Travel Policies and Procedures, Procurement Laws, Motor Vehicle Review Board Policies, PRWORA, 45 CFR Part 286, and other appropriate tribal, state, and federal regulations.

License/Certification Requirements:

Must pass a criminal background check and employee assessment prior to employment. Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

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