THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**OPV0049600**	DATE POSTED:	**12/01/14**
POSITION NO:	**242696**	CLOSING DATE:	**12/12/14**
POSITION TITLE:	**Accountant**		
DEPARTMENT NAME / WORKSITE:	**OPVP/Navajo Gaming Regulatory Office, Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB63A
WORK HOURS:	8:00am - 5:00pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Deputy Executive Director, the incumbent performs a wide range of detailed complex accounting and advisory functions pertaining to assigned NGRO funds; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews and approves expenditures, personnel and purchasing documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies and objectives. Will maintain in-house accounting records such as journal entries, ledgers, labor distribution reports and fund balances. Prepares accounting reports and statements, such as detailed cost and financial analysis and projections. Reconciles and analyzes FMIS reports and ledgers. Will monitor compliance with Generally Accepted Accounting Principles (GAAP) and Navajo Nation regulations. Will research, analyze and use independent judgment in a variety of daily and non-routine decisions affecting assigned function. Will ensure monthly bills are paid and will advise staff on Navajo Nation policies for travel, purchases, and operating budgets.

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.

Preferred Qualifications:

- Proficiency in computerized accounting systems and applications, including general software applications.
- A Master's degree in Accounting, Finance, Business Administration or closely related field.

Special Requirements:

- Must possess or be able to obtain a gaming license/certification from the State of Arizona and New Mexico and the Navajo Gaming Regulatory Office.
- Must 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:

Must possess working knowledge of General Accepted Accounting Principles (GAAP), 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 spreadsheet and word processing systems. Must have skill in communicating technical concepts, both orally and in writing, and in establishing and maintaining effective working relationships. PREFERRED: Must be computer literate in MS Office Suite such as Excel and Word.

<<A favorable background investigation is required>>

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