THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0284372** | Date Posted: 12/12/11

POSITION NO: 242497 | Closing Date: 12/23/11

CLASS CODE: 1531

POSITION TITLE: **Associate Accountant**

DEPARTMENT NAME: OOC/Financial Services Departrment/Contract Accounting

DEPARTMENT NO: 28 | WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS:
Days: Monday-Friday
Hours: 8:00 - 5:00

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R62A

SALARY:
$ 32,073.60 Per Annum
$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, maintains a complex automated accounting system to produce and track expenditures and all pertinent financial information, researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned function, reviews statements of accounting information and other reports provided by the Nation's general ledger system, provides technical advice and services to program staff with complex problems or special projects, handles difficult accounting activities.

Assists in coordinating the work of other accountants in managing programs; plans and carries out assignments by applying accounting concepts to resolve management problems, advises and assists management on accounting and financial management matters; examines and interprets accounting data, records and reports.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Accounting, Finance, Business Administration or closely related field ***(to receive full credit for education applicant must submit transcripts, degree, current certificates)***

Experience:

Special Knowledge, Skills and Abilities:

Knowledge in software proficiency (List applications: Microsoft Word, Microsoft Excel, etc. Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal accounting operations, accounting principles, theory and practices including governmental accounting. Knowledge of Generally Accepted Accounting Principles (GAAP) and budgeting principles

Requires high aptitude, initiative and abilities in the following areas:
to perform detailed and complex numerical computations and reports;
to establish and maintain effective working relationships;
to coordinate activities with external consultants or other services providers;
to speak and write effectively;
to understand and carry out complex, written and oral instructions;
to establish and maintain effective working relationships with superiors, peers, subordinates and other external public officials (federal/state/local).

License/Certification Requirements:

Must possess a valid state drivers license and obtain a Navajo Natio Operators Permit within 90 days of employment.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***