THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: 00C02622429 | DATE POSTED: 12/15/21

POSITION NO: 244367 | CLOSING DATE: Open Until Filled

POSITION TITLE: **Accountant**

DEPARTMENT NAME / WORKSITE: Office of the Controller / Purchasing Section / Window Rock, Arizona

WORK DAYS: Monday-Friday | REGULAR FULL TIME: ☑ | GRADE/STEP: BQ63A

WORK HOURS: 8 AM - 5 PM | PART TIME: ☐ NO. OF HRS./WK.: | $ 41,488.56 PER ANNUM

SENSITIVE ☑ | SEASONAL: ☐ | $ 19.87 PER HOUR

NON-SENSITIVE ☐ | TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty in the review and processing of various purchasing contractual agreements and financial payment documents for the Navajo Nation.

Reviews all Navajo Nation contractual agreements (professional service contracts, MOA, MOU, etc.) for compliance to applicable laws and regulations; verifies scope of work and all necessary required procurement documents ; verifies funds availability; authorization approvals; ensures appropriate process is followed in the procurement of services.

Encumbers funding into the Financial Management Information System (FMIS) for the procurement of services to be completed; prepares award letter and establishes contract file for proper audit review, researches and analyzes miscellaneous contractual inquiries.

Reviews Receiving Records/payment document for allowable cost, funds availability, completeness, and enters into FMIS. Works with the Accounts Payable section on payment matters.

Attends meetings as requested and ensures compliance when present; keeps records as needed; address daily email and phone inquiries and/or questions to assist customers.

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.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's 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 the Navajo Nation Procurement Act, Procurement Rules and Regulations, OMB Uniform Guidance (2 CFR Part 200), Navajo Nation Purchase Card Policies and Navajo Nation Budget Instructions Manual.

Knowledge of Generally Accepted Accounting Principles (GAAP).

Skills in accurately and timely processing contract agreements for the procurement of services.

Skill in analyzing, evaluating, and interpreting specifications, contracts, and bids.

Ability to demonstrate tenacity and due diligence in following up on outstanding issues to ensure customer satisfaction.

Ability to utilize public relation techniques when responding to requests, inquiries, and complaints.

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