

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0395026

Date Posted: 12/27/11

POSITION NO: 241076

Closing Date: 01/10/12

CLASS CODE: 1518

POSITION TITLE: SENIOR ACCOUNTANT

DEPARTMENT NAME: DSS/Navajo Nation Program for Self Reliance

DEPARTMENT NO: 39 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R65A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: \$ 41,516.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Shall perform accounting work to aid the Principal Accountant to monitor all financial expenditures to be in compliance with tribal and federal regulations; assures all contracts and agreements comply with the Navajo Nation Procurement Law, will consult with tribal financial staff and auditors to respond to any potential audit issues and provide advice and technical assistance to the field staff to prevent and eliminate questionable costs; delegated to assist with 6B-Rollout and other financial initiatives. Shall perform accounting work to assist the Senior Programs & Projects Specialist for the Special Projects Section on the financial procedures to develop and implement new projects, i.e. Youth Initiative, NN Fatherhood Initiative, Healthy Families, etc.; develops internal financial policies and procedures for the new projects in consultation with the tribal, state, and federal officials on financial matters related to the development and implementation of the new projects for the program.

Shall perform accounting work to assist the Senior Programs & Projects Specialist for the Customer & Staff Development Sections to negotiate contracts and agreements with post-secondary institutions, technical/vocational institutions, training institutions, and consultants to provide training to both customers and program staff. Shall develop and implement relevant financial records and recordkeeping to monitor the program's Support Services by developing and maintaining a complex automated accounting system to produce and track expenditures and all pertinent financial information, shall advise Management Information Systems to improve accounting system to capture all relevant data for each position to provide additional support to process transactions, posting, recording, budgeting, and other necessary transaction as required. In the absence of the Principal Accountant, shall supervise the two Accountants, one Property Clerk, and one Collections Officer; represents and attends meetings on behalf of the program.

Shall assist in the development of financial reports as required by the tribal and federal institutions, provide training to the field staff on financial procedures.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's Degree in Accounting, Business Administration, or Masters Degree in Accounting, Finance, Business Administration or closely related field;

Experience:

(2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems (1) year progressively responsible or diverse accounting experience involving financial policy analyst and information systems. ***(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of the NN Personnel Policies Manual, NN Travel Policies and Procedures, NN Procurement Laws, NN Motor Vehicle Review Board Policies, Family Assistance & Employment Support Services Manual, Tribal Family Assistance Plan, PRWORA, 45 CFR Part 286, NN Child Enforcement Policies and Procedures, and other appropriate tribal, state, and federal regulations required; strong writing and presentation skills; knowledge of the NN Financial Management Information System (FMIS).

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