

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: 00C02616838 DATE POSTED: 12/28/18
POSITION NO: 244367 CLOSING DATE: 01/14/19
POSITION TITLE: ACCOUNTANT

DEPARTMENT NAME / WORKSITE: OFFICE OF THE CONTROLLER - Purchasing Section/WINDOW ROCK
WORK DAYS: Mon. - Fri REGULAR FULL TIME: GRADE/STEP: AR63A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 38,188.80 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 18.36 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Receives all 164 packages to review, verify, and reconcile and monitor all external funds (subcontracts); verifies authorization approval; determines and initiates a subcontract number when the information is inputted into the FMIS system; works closely with Contract Accounting that all encumbrances are clear for final reports and making sure all expenditures are completed, processes all original invoices for payments against the subcontracts; reviews all subcontracts agreements, modification, grant agreements, memorandum of agreement and understanding, process/monitor/reconciles all receiving records utilizing the three way match; create folders for each subcontracts for accuracy. Monitor on line budget status, performs accounting duties, reconciles accounting problems to ensure Contract Accounting Sections reports are accurate; perform and arrange for corrections. This process is coordinated with all Navajo Nation Programs, Contract Accounting, Office of Management and Budget, and internal office within Office of the Controller on external grants funding and requirement, reviews the terms and conditions of the procurement policies for external funds and general funded business unit numbers. Prepares all subcontract memo's for the programs, and vendors to indentified the invoices and match them for payment,

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.

(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 have knowledge of Navajo Nation Procurement process and procedures, knowledge of generally accounting principle (GAAP), and public relations/customer service principles, skill in preparing detail and complex numerical computations and reports; skill in communicating technical concepts, both orally and in writing and skills in establishing and maintaining effective working relationship. Have some knowledge in Federal Office Management Budget Circulars; experience in microsoft word, excel or other computers, and/or oral presentation.

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