

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOH07222505</u>	DATE POSTED: <u>12/29/21</u>
POSITION NO: <u>243349</u>	CLOSING DATE: <u>01/20/2022 by 5pm</u>
POSITION TITLE: <u>Senior Accountant (S)</u>	
DEPARTMENT NAME / WORKSITE: <u>NDOH/Division of Behavioral & Mental Health Services/Window Rock, Arizona</u>	
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>40 hrs/week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>
	GRADE/STEP: <u>BQ65A</u>
	\$ <u>49,318.56</u> PER ANNUM
	\$ <u>23.62</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Performs a wide range of professional accounting work of considerable difficulty requiring knowledge and application of a number of accounting principles, practices and techniques; serves as the lead for the DBMHS Finance section and supervises section staff; recommends alternatives to management when accounting data indicates trends or situations requiring action to be taken beyond scope of responsibilities; establishes or revises procedures and/or operating policies of assigned function; researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting DBMHS's finance section; prepares accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections; reviews statements of accounting information and other reports provided by the Nation's general ledger system; provides technical advice and services to lower level accountants or program staff; handles difficult accounting activities. Oversees the work of other accountants/finance staff in managing various accounts; plans and carries out assignments by applying accounting concepts to resolve management problems, which may have a long term impact on the department; resolves problems that require considerable innovation; develops recommendations where critical findings are presented to management for action; develops and maintains an automated accounting system to produce and track expenditures and all pertinent financial information; advises and assists management on accounting and financial management matters; examines and interprets accounting data, records and reports; analyzes variable program operation; attends meetings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

Special Requirements:

- A favorable background investigation.
- 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:

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), governmental accounting and budgeting principles; knowledge of accounting principles, practices and procedures; knowledge of business practices relating to the maintenance of accounts and financial records; knowledge of computerized accounting systems and applications, including general software applications, specifically FMIS and MS Excel. Skill in preparing details and complex numerical computations and reports; skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet (ledgers) and word processing systems; skill in analyzing financial systems, procedures and controls; skill in communicating complex technical concepts, both orally and in writing; skill in establishing and maintaining effective working relationships.

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