THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE70111267**	DATE POSTED:	**01/19/16**
POSITION NO:	**945496**	CLOSING DATE:	**OUF**
POSITION TITLE:	**Accounting Technician ****		
DEPARTMENT NAME / WORKSITE:	**DODE/Navajo Head Start - Central Administration - Window Rock, AZ**		
WORK DAYS:	**Monday - Friday**	GRADE/STEP:	**AD57A**
WORK HOURS:	**40 hrs/Week**	$ **23,233.60**	PER ANNUM
		$ **11.17**	PER HOUR

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Performs technical accounting duties of moderate difficulty with the Navajo Head Start - Finance Section. Performs a full range of the accounting duties and assures routine tasks are completed and submitted to various departments under the Office of the Controller. Classifies accounting transactions; maintains and reconciles accounts. Prepares, reviews and processes financial documents, verifies and maintains accounting records involving multiple Contract/Grant accounts; reconciles subsidiary ledgers with central general ledgers and makes any necessary adjustments. Reviews and reconciles records against the Financial Management Information Systems (FMIS) of the Navajo Nation. Reviews records to identify the source of discrepancies and reports immediately to the Fiscal Manager to bring account into balance. Compiles financial reports comprised of financial data, account balances & expenditures, balance sheets, financial statements. Receives and reviews purchase requisitions/orders, requests for payment, invoices, budget transfers/modifications, travel authorizations and other documents filed against obligated funds. Answers questions/inquires regarding check stubs, department records, checks, invoices, requisitions and other financial documents/information. Prepares financial documents for authorization. Reviews for the accuracy, completeness and compliance with Navajo Nation, state and Federal laws and regulations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting; and two (2) years increasingly responsible bookkeeping and clerical accounting experience.

Preferred Qualifications:

- An Associate's degree in Business Administration or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification, CCER User.

Special Requirements:

- A favorable background check.
- 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. Skill in preparing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet 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

Incumbent must abide by program standards of conduct.

<<A favorable background investigation is required>>

Union Position **

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