THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	OOC02811390	DATE POSTED:	02/01/16
POSITION NO:	157584	CLOSING DATE:	02/12/16
POSITION TITLE:	Accountant		
DEPARTMENT NAME / WORKSITE:	OOC / Contract Accounting / Window Rock, AZ		

WORK DAYS:	MON -FRI	REGULAR FULL TIME:	☑		GRADE/STEP:	AB63A
WORK HOURS:	8:00 AM - 5:00 PM	PART TIME:	☐	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

1. Review financial documents to ensure that they are in compliance with federal/state/tribal regulations.
2. Maintain grant/contract information on file.
3. Prepare and update required excel worksheets each month for personnel, budgets and expenditures from reports provided by the FMIS/HRIS system.
4. Prepare financial reports as required by grant/contract requirements for assigned Business Units on a monthly or quarterly basis.
5. Research data from the FMIS/HRIS to ensure that it is accurate and applicable to the assigned Business Units.
6. Prepare JE (Journal Entries) and JA (Journal Allocation) entries online to book indirect cost and program revenue earned on a monthly basis.
7. Prepare JE (Journal Entries) online to correct accounting information.
8. Compile final financial reports as required by grant/contract.
9. Prepare drawdown documents to request for funds on monthly or quarterly basis.
10. Prepare the Annual Year End Closing Entries in preparation for the Annual Audit.
11. Assist during the Annual Single Audit by providing information and doing research as requested by the Audit Team.
12. Assist Accounting Manager in assignments when required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Accounting, Finance, Business Administration, or closely related flied; and one (1) year of accounting experience.

Preferred Qualifications:

- Proficiency in computerized accounting systems and applications, including general software applications.
- A Master's degree in Accounting, Finance, Business Administration or closely related field.

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:

Knowledge of Generally Accepted Accounting Principles (GAAP).
Knowledge of public relations/customer service principles, practices and techniques.
Knowledge of computerized accounting systems and applications including general software applications.
Knowledge of accounting principles, practices and procedures.
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 communicating 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.