THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **OOC0282916** Date Posted: **02/28/11**
POSITION NO: **202586** Closing Date: **03/11/11**
CLASS CODE: **1518**
POSITION TITLE: **SENIOR ACCOUTANT**
DEPARTMENT NAME: **Office of Controller / General Accounting Section**
DEPARTMENT NO: **28** WORKSITE LOCATION: **Window Rock, AZ**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **N65A**
Days: **Mon - Fri** Permanent: ☑ SALARY:
Hours: **8:00 am - 5:00 pm** Temporary: ☐ Duration: $ **$40,081.60** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **19.27** Per Hour

DUTIES AND RESPONSIBILITIES:
Performs account analysis and bank reconcilations for both small and large bank accounts. Ability to read and interpret financial data and create reports from data for management decisions. Analyze financial records to determine compliance with appropriate fiscal policies and procedures. Reveiw, analyze and approve financial documents, records and accounts for integrity and compliance with accounting procedures. Prepares annual and special reports for management. Participates in development of accounting procedures and practices of the Navajo Nation. Provides assistance and guidance to lower level accountants and staff with relation to complex accounting problems in an independent manner. Is able to handle difficult accounting activities. Plans and carries out assignments in effective, efficient manner, is innovative and creative in applying accounting concepts to resolve management issues and provides alternative directions. Is able to research and compile information to create reports for management and other programs. Works with internal as well as external auditors to compile information for annual audit. Approval of reimbursements and refunds from various funds.

QUALIFICATION REQUIREMENTS:
Education and Training:
A Bachelor's degree in Accounting, Business Administration, or closely related field; and

Experience:
three (3) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(to receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:
Experienced knowledge of JD Edwards system. General knowledge of fixed assets and GASB standards.

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 08-16-02***