# THE NAVAJO NATION
## Department of Personnel Management
## JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0282969** Date Posted: **03/14/11**

POSITION NO: **156772** Closing Date: **03/25/11**

CLASS CODE: **1519**

POSITION TITLE: **ACCOUNTANT**

DEPARTMENT NAME: **Contract Accounting**

DEPARTMENT NO: **28** WORKSITE LOCATION: **Window Rock, Az**

WORKS DAYS/HOURS:

Days: **MON - FRI**

Hours: **8:00am - 5:00pm**

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration: _____

Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **N63A**

SALARY:

$ **33,737.60** Per Annum

$ **16.22** Per Hour

**DUTIES AND RESPONSIBILITIES:**

Preforms a wide range of detailed/complex accounting and advisory functions pertaining to assigned fund area, accounts or department; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews and approves expenditures, personnel and purchasing documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies and objectives. Interprets data and points out trends or deviations from standards; prepares accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data; prepares journal entries, maintains complex ledgers, prepares detailed cost accounting information; reconciles and analyzes reports and ledgers. Monitors compliance with Generally Accepted Accounting Principles (GAAP) and Navajo Nation regulations; researches, analyzes and uses independent judgement in a variety of daily and non-routine decision affecting assigned funtion; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Accounting, Business Administration, or closely related field; and

**Experience:**

one (1) year of accounting experience; 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 transcripts, certifcates, diploma, etc).***

**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 numberical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spreadsheets and word processing systems. Skill to establish and maintain effective working relationships.

***VETERANS' PREFERENCE APPLIES***

***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.*** ***Revised: 1-15-99***