THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**OOC02811737**	DATE POSTED:	04/04/16
POSITION NO:	242358	CLOSING DATE:	04/15/16
POSITION TITLE:	**Accountant**		
DEPARTMENT NAME / WORKSITE:	Office of the Controller - Investment Section, Window Rock, Arizona		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB63A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Performs a wide range of detailed/complex accounting and advisory functions pertaining to funds with direct investments; ensures direct investments are in compliance with funding and reporting requirements set forth by credit agreements and applicable accounting procedures; assist in the reallocation of the Navajo Nation's Investment portfolio to include direct investments. Interprets investment data and points out trends or deviations from the norm; uses investment data to assist in development of fiduciary, special revenue and retirement budgets; prepares journal entries, and maintains complex ledgers; reconciles and analyzes reports and ledgers; monitors the cash suspense accounts of all casinos of the Navajo Gaming Enterprise per Navajo Nation Council Resolution and Credit Agreements; will initiate and record any cash transfers between the various gaming accounts and to the Navajo Nation; will review and complete all draw request submitted to the Nation by the Gaming Enterprise; will assist in the development of budget for the gaming development fund; monitors compliance with Generally Accepted Accounting Principles (GAAP) and Navajo Nation regulations; researches, analyzes and uses independent judgment in a variety of daily and non -routine decision affecting assigned function; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; 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:

- Possess a valid driver's license and the ability to obtain a Navajo Nation Operator's permit within 90 days of date of hire.
- Demonstrate fluency in both the Navajo and English languages.

(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 sources budgets using automated spread sheet and word processing system.
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.