THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0129984**	DATE POSTED:	**04/13/15**
POSITION NO:	**947705**	CLOSING DATE:	**04/24/15**
POSITION TITLE:	**Senior Minerals Auditor**		
DEPARTMENT NAME / WORKSITE:	**DNR - Minerals Department - Window Rock, Arizona**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB67A
WORK HOURS:	8 AM - 5 PM	PART TIME:	☐	NO. OF HRS./WK.:	$ 52,062.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 25.03	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Plans, performs and reports on a variety of mineral royalty audit assignments to verify compliance with mineral lease agreements, regulations, laws, and contract activities between mineral companies and the Nation; examines and appraises production, revenue, and royalty accounting records associated with the financial reporting of oil, gas, coal and minerals royalty payments to the Nation; audits industry accounts and their affiliated or related mining companies; arranges meetings with company officials and accountants to discuss areas of audit coverage, accounting practice, and preliminary audit findings. Assures compliance with applicable laws, accounting principles, regulations, and contract provisions pertaining to the more complex valuation of minerals; researches and analyzes information using pertinent laws, regulations, and product valuation criteria; develops advisory report of audit findings, conclusions and recommendations; explains controversial findings, and provides technical support and assistance to team members; resolves technical accounting matters; certifies the accuracy and completeness of gas plant and crude oil run statements and federal reports; determines correct royalty liability; advises companies of audit findings and their administrative appeal rights.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Accounting, Business Administration or closely related field, which includes twenty-four (24) college credit hours in accounting or auditing; and five (5) years auditing experience.

Preferred Qualifications:

- Five (5) years minerals valuation experience.

Special Requirements:

- Incumbents in this classification must meet qualification standards and must perform duties in accordance with Government Auditing Standards issued by the Comptroller General of the United States. Incumbents must meet the qualifications set forth under the General Audit Standards of the Cooperative Agreement.

(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:

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