THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	OOC02811868	DATE POSTED:	04/27/16
POSITION NO:	241444	CLOSING DATE:	05/10/16
POSITION TITLE:	Associate Accountant		
DEPARTMENT NAME / WORKSITE:	Office of the Controller / Contract Accounting / Window Rock, Arizona		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB62A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 34,028.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 16.36	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision, maintains a complex automated accounting system to produce and track expenditures and all pertinent financial information, researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned function, reviews statements of accounting information and other reports provided by the Nation's general ledger system, provides technical advice and services to program staff with complex problems or special projects, handles difficult accounting activities.

Assists in coordinating the work of other accountants in managing programs; plans and carries out assignments by applying accounting concepts to resolve management problems, advises and assists management on accounting and financial management matters; examines and interprets accounting data, records and reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.

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), governmental accounting and budgeting principles.
Knowledge of computerized accounting systems and applications including general software applications.
Knowledge of regulations and guidelines governing aspects of accounting operations; accounting principles, theory and practices including governmental accounting.
Knowledge of business practices relating to the maintenance of accounts and financial records.
Skill in preparing detailed and complex numerical.
Skill in developing and monitoring complex multi-fund and source budgets using automated spread shee t and word processing systems.
Skill in analyzing financial sysems, procedures and controls.
Skill in communicating complex 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.