THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	OOC02811934	DATE POSTED:	05/23/16
POSITION NO:	240940	CLOSING DATE:	06/07/16
POSITION TITLE:	Associate Accountant		
DEPARTMENT NAME / WORKSITE:	Office of the Controller/Accounts Payable Section, Window Rock, AZ		

WORK DAYS:	Monday-Friday	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:

Work with users, helping them to analyze and resolve problems with the Financial modules and associated business processes. Provide instruction to users on implementing best practices when processing financial transactions using the AP module. Communicate business process changes to users and ensure documentation of business process and system process changes are maintained. Update business process and coordinate system process changes with the development team; address reporting requirements, troubleshoot reporting and ledger balancing problems. Develop system test conditions, test scripts, expected results, and validate scripts for the testing of Accounts Payable and Purchasing modules. Approve and post payments to the GL; work with leads to identify areas within the system where business process changes or system changes are required to improve business efficiency. Identify and recommend business and process changes to upper management to improve business efficiency and system usability; assist in system tests to validate system upgrades and fixes as upgrades are applied. Participate in the planning and preparation of weekly, monthly and quarterly reports. Add and update address book records; work with year-end processing of 1099 tax documentation; approve and post voucher batches for check processing.

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 is required. ***(If selected for the position tribal, federal and state background checks must be completed prior to empoyment at the applicant's expense).***

(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.
Skill in researching ,compiling and analyzing governmental practices.
Skill in effectively communicating technical concepts orally and in writing
Skill to establish and maintain effective working relationships.
Skill in multitasking and meeting deadlines in a professional manner.

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