THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DODE04411980	DATE POSTED:	05/31/16
POSITION NO:	940747	CLOSING DATE:	06/14/16
POSITION TITLE:	Senior Accountant		
DEPARTMENT NAME / WORKSITE:	Navajo Nation Johnson-O'Malley Program/Window Rock, Arizona 86515		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB65A
WORK HOURS:	8:00AM - 5:00PM	PART TIME:	☐	NO. OF HRS./WK.:	$ 44,054.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 21.18	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Senior Accountant has responsibility for finances related to the Johnson-O'Malley (JOM Program; established and maintain technical accounting systems applicable to the General Accepted Accounting Principles (GAAP) and practices as prescribed in OMB Super Circulars (Formerly Circular A-87); assumes responsibility for the application of professional standards and practices in analyzing the financial records of the subcontractors; cost reimbursement reports; conducts on-site monitoring visits to respective school districts to review fiscal activities; shall solicit and consolidate financial report(s) from subcontractors for preparation of close-out reports to funding agencies; maintain accurate accounting system on all subcontractors for the program involving budgets, invoices, modifications/amendments of budgets; provide technical assistance to subcontractors; interpret the JOM policies, rules, regulations and guidelines to school districts through meetings, conferences, workshops, etc.; coordinate and assist co-workers; assist with assigned high level administrative assignments; conduct property inventory and accountability.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

Preferred Qualifications:

- A Master's degree in Accounting, Finance, Business Administration or closely related field.
- Proficiency in computerized accounting systems and applications, including general software applications.

Special Requirements:

(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 Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal accounting operations; accounting principles, theory and practices including governmental accounting;
Knowledge of accounting principles, practices and procedures;
Knowledge of computerized accounting systems and applications, including general software applications;
Knowledge of Generally Accepted Accounting Principals (GAAP); OMB Super Circulars;
Skill in preparing detailed and complex numerical computations and reports.
Skill in developing and monitoring source budgets using automated spread sheet and word processing systems;
Skill in analyzing financial systems, procedures and controls.

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