THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0283233** Date Posted: **06/20/11**
POSITION NO: **240940** Closing Date: **07/01/11**
CLASS CODE: **1531**
POSITION TITLE: **ASSOCIATE ACCOUNTANT**
DEPARTMENT NAME: **Accounts Payable Section/Office of the Controller**
DEPARTMENT NO: **28** WORKSITE LOCATION: **Window Rock, AZ**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R62A**
Days: **Mon - Fri** Permanent: ☑ SALARY:
Hours: **8:00am - 5:00pm** Temporary: ☐ Duration: ____ $ **32,073.60** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **15.42** Per Hour

DUTIES AND RESPONSIBILITIES:
Under general supervision, performs beginning level professional accounting and related processing, reporting and control functions of routine difficulty, including transaction processing, payroll accounting, financial system control, cost analysis, budget support, internal and external billing, internal audit reviews, project accounting and financial accounting and reporting; performs related work as assigned.

ESSENTIAL FUNCTIONS:
Performs a wide range of detailed accounting and advisory functions pertaining to assigned fund area, accounts or department; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews and approves expenditures, personnel andpurchasing documents for availability of funding, mathematical accuracy and compliance with establishedaccounting principles, policies and objectives.
Interprets data and points out trends or deviations from standards; assists in the preparation of accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data; prepares journal entries; maintains ledgers; assists in the preparation of cost accounting information; reconciles and analyzes reports and ledgers.
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
POWERUSER DUTIES:
Responsible for maintaining the Integrity of our Financial Data on a daily basis. In addition to maintaining Integrities, our duties include, but not limited to:
1. 6B Roll-out, coordination and instruction.
2. Testing Upgrades to the system and updating Design Books
3. Running Integrity reports; clearing and resolving.
4. Address Book Updates and corrections.
5. Assist other program Staff with questions on logging on, or accessing JDE.
6. Testing in DV and PY , requesting that ESU be applied – then Testing in PD
7. 1099 – Planning/Scheduling, Ordering Forms, Fixing issues, running reports and printing 1099's
8. Updating/Creating Functional, CF & INQ, and 6B Rollout Training Manuals
9. General Ledger Maintenance (NN Funds and Job Cost)-Adding Objects for Budgets and Expenditures, Adding UDC's (User Defined Codes)
10. SQL requests and testing.

QUALIFICATION REQUIREMENTS:
Education and Training:
A Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field.
(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:
Knowledge of accounting principles, concepts and practices to successfully perform and complete assignments, and to gain practical understanding and experience in the accounting profession.
Knowledge of Generally Accepted Accounting Principles (GAAP).
Knowledge of accounting principles, practices and procedures.
Knowledge of public relations/customer service principles, practices and techniques.
Knowledge of computerized accounting systems and applications including general software applications.
Skill in preparing detailed and complex numerical computations and reports.
Skill in developing and monitoring complex multi-fund and source budgets using automated spreadsheets and word processing systems.
Skill to establish and maintain effective working relationships.

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***