THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0128004** | Date Posted: **07/15/13**

POSITION NO: 947686 | Closing Date: **07/26/13**

CLASS CODE: 1662

POSITION TITLE: **Senior Minerals Auditor**

DEPARTMENT NAME: Division of Natural Resources - Minerals Department

DEPARTMENT NO: 12 | WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:
Days: Monday- Friday
Hours: 8am-5pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: 40

GRADE: R67A

SALARY:
$ 49,067.20 Per Annum
$ 23.59 Per Hour

DUTIES AND RESPONSIBILITIES:

Perform highly technical revenue audits to ensure companies producing minerals on the Navajo Nation are in compliance with applicable Federal and Navajo Nation laws, regulations, lease terms, policies and procedures. Compliance audits consist of verification of correct reporting and remittance of royalty, rental, bonus, water and other associated payments through the analysis of financial documents and records provided by companies. Audit activities include the compilation of such documents and records; and multiple levels of testing and analysis of records to determine correctness. Responsibilities include travel to onsite company locations to perform certain audit activities. Audits must be performed in accordance with U.S. Government Auditing Standards and with policies established by the U.S. Department of the Interior's Office of Natural Resources Revenue (ONRR).

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Accounting, Business Administration or a closely related field which includes twenty-four (24) college credit hours in accounting or auditing;

Experience:

and five (5) years of minerals revenue auditing experience, or an equivalent combination of education, training and experience which provides the capabilities to perfrom the described duties.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

General knowledge of GAAP (Government Auditing Standards) is necessary; knowledge of audit theory and practices; analytical skills; oral and written communication skills.

License/Certification Requirements:

Incumbent must have an "Enter on Duty" (EOD) approval issued by the U.S. Department of the Interior, National Business Center (NBC) Personnel Security Branch (PSB) before employment. The EOD process includes background checks.

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***