

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: EPA01512255

DATE POSTED: 07/25/16

POSITION NO: 241771

CLOSING DATE: 08/05/16

POSITION TITLE: Senior Accountant

DEPARTMENT NAME / WORKSITE: NNEPA/Waste Regulatory Compliance Department - Superfund Program/St. Michaels, AZ

WORK DAYS: Mon.-Fri. (weekend occas.) REGULAR FULL TIME: GRADE/STEP: AB65A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 44,054.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 21.18 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Monitors, tracks, and reconciliation of budgets and expenditures by keeping current accounting balances to ensure funds availability exists through budget year-end; after developing and maintaining a complex automated accounting system. Analyzes, recommends, and works with management for a resolution of budget issues, advising and assisting on accounting and financial management matters. Creates cost-shared budgets necessary for cost recovery. Completes documents to pay bills, secures purchases, and pays invoices. Works with Office of the Controller, Office of Management and Budget, Personnel Department, and other applicable Navajo Nation entities to coordinate accounting activities for process efficiencies and effectiveness necessary for audits, cost recovery challenges from responsible parties, and prevention of rework costs. Innovatively resolves problems, applies accounting concepts, and develops recommendations to management and NN entities for action; Plans and schedules meetings to overcome critical findings. Prepares accounting reports of detailed costs and financial analysis for future projections in preparation for upcoming years of operations. Uses expert knowledge to professionally apply accounting principles, techniques, and practices. Reviews reports of accounting information to provide technical advice and service to program management and staff regarding complex problems associated with projects and recommends overcoming steps of difficult accounting activities after analyzing variety of program objectives. Reconciles draw-downs (Budget totals) for each Federal Grant with OOC Contract Accounting in coordination of Federal Financial Report (FFR). Performs Cost Recovery of projects through accounting systems and for all work to provide alternatives to management to overcome trends or situations requiring steps of action beyond scope of technical accounting responsibilities before outcomes and/or reports are finalized and submitted to NN internal finance offices, and on to US EPA's financial office. Provide standard operating procedures and enhancements when necessary for all program accounting procedures. Utilizing these procedures and independently researches, analyzes, and determines best technique to complete variety of daily and non-routine tasks. 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 closely related field; and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

Special Requirements:

- A favorable background investigation. ***(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)***
- Possess a valid state driver's license.

(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:

NN FMIS certification; Preparation of detailed and complex numerical computations and reports; Development of and monitoring complex multi-fund and source budgets using automated spreadsheets and word processing systems; Analysis in financial systems, procedures, and controls. Communication of complex technical concepts, orally and in writing, including governmental accounting and budgeting principles necessary for cost recovery. Establishing and maintaining effective working relationships.

<<A favorable background investigation is required>>

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