

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7703969
POSITION NO: 942496
CLASS CODE: 1518

Date Posted: 08/01/11
Closing Date: OUF

POSITION TITLE: SENIOR ACCOUNTANT ***
DEPARTMENT NAME: Office of Early Childhood Development-Eastern Navajo Agency
DEPARTMENT NO: 770 WORKSITE LOCATION: Gallup, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: V65A
Days: Mon-Fri Permanent:
Hours: 8:00AM - 5:00PM Temporary: Duration: _____ \$ \$43,555.20 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ \$20.94 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs accounting work that aids in the resolution of management problems; recommends alternatives to management when accounting data indicates trends or situations requiring action to be taken beyond scope of responsibilities; establishes or revises procedures or operating policies of assigned function; researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned function; reviews statements of accounting information and other reports provided by the Nation's general ledger system; provides technical advice and services to lower level accountant or program staff with complex problems or special projects; handles difficult accounting activities.

Assists in coordinating the work of other accountants in managing programs; plans and carries out assignments by applying accounting concepts to resolve management problems, which may have a long term impact on the Nation; resolves problems that require considerable innovation; develops recommendations where critical findings are presented to management for action; develops and maintains a complex automated accounting system to produce and track expenditure and all pertinent financial information; advises and assists management on accounting and financial management matters; examines and interprets accounting data, records and reports; analyzes variable program operation.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Accounting, Business Administration, or closely related field; and

Experience:

Three (3) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. *(To receive full credit for education/training applicant must submit **copies** of college transcript, certificates, diploma, etc) .*

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 Generally Accepted Accounting Principles (GAAP), governmental accounting, and budgeting principles. Knowledge of computerized accounting systems and applications to including general software applications. Skill in performing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems. Skill to establish and maintain effective working relationships.

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment. Must obtain within 90 days of employment; physical examination. Must possess a valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English Languages as a condition of employment.

UNION POSITION ***

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