THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0398155** | Date Posted: **09/09/13**

POSITION NO: **241076** | Closing Date: **OUF**

CLASS CODE: **1518**

POSITION TITLE: **SENIOR ACCOUNTANT**

DEPARTMENT NAME: **DSS/Navajo Nation Program for Self Reliance**

DEPARTMENT NO: **39** | WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:

Days: **Monday - Friday**

Hours: **8:00 AM - 5:00 PM**

POSITION TYPE:

Permanent: ☑

Temporary: ☐

Part-Time: ☐

Duration:

No. of Hrs/Wk: **40**

GRADE: **R65A**

SALARY:

$ **41,516.80** Per Annum

$ **19.96** Per Hour

DUTIES AND RESPONSIBILITIES:

Works under general direction of the Principal Accountant; performs accounting work to aid the Principal Accountant to monitor all financial expenditures to be in compliance with tribal and federal regulations; assures all contracts and agreements comply with Navajo Nation Procurement Law, will consult with tribal financial staff and auditors to respond to any potential audit issues and provide advice and technical assistance to field staff to prevent and eliminate questionable costs; delegated to assist with 6B-Rollout and other financial initiatives. Shall perform accounting work to assist the Senior Programs & Projects Specialist for the Special Projects Section on financial procedures to develop and implement new projects, i.e. Youth Initiative, Fatherhood Initiative, Healthy Families, etc.; develops internal financial policies and procedures for new projects in consultation with tribal, state, and federal officials on financial matters related to the development and implementation of the new projects for the program.

Performs accounting work to assist the Senior Programs & Projects Specialist for the Customer & Staff Development Sections to negotiate contracts and agreements with post-secondary institutions, technical/vocational institutions, training institutions, and consultants to provide training to both customers and program staff. Shall develop and implement relevant financial records and recordkeeping to monitor the program's Support Services by developing and maintaining a complex automated accounting system to produce and track expenditures and all pertinent financial information, shall advise Management Information Systems to improve accounting system to capture all relevant data for each position to provide additional support to process transactions, posting, recording, budgeting, and other necessary transaction as required. In the absence of the Principal Accountant, shall supervise the two Accountants, one Accounts Maintenance Specialist, one Property Clerk, & one Collections Officer; represents and attends meetings on behalf of the program. Assists in the development of financial reports as required by tribal and federal institutions, provide training to the field staff on financial procedures.

QUALIFICATION REQUIREMENTS:

Education and Training:

1) Bachelor's degree in Accounting, Finance, Business Administration or closely related field; 2) Master's degree in Accounting, Finance, Business Administration or closely related field and;

Experience:

1) two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems; 2) one (1) year of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

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:

Knowledge of NN, Federal, State laws, regulations and guidelines, accounting operations, Generally Accepted Accounting Principals (GAAP); governmental/budgeting accounting and principals; skilled in preparing detailed and comlex numerical computations and reports; developing complex multi-fund bdugets using spread sheet/work processing systems; analyzing financial systems, communicating complex technical concepts both orally and written.

License/Certification Requirements:

Applicant must possess a Valid State Driver's License and ability to obtain a NN Operator's Permit within 90 days of employment. Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS); **Position requires a background check and suitability assessment prior to employment.**

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