

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: LB01110945

DATE POSTED: 10/26/15

POSITION NO: 230136

CLOSING DATE: OUF

POSITION TITLE: Auditor

DEPARTMENT NAME / WORKSITE: LB/Office of the Auditor General/Window Rock, AZ.

WORK DAYS: Mon-Fri. REGULAR FULL TIME:  GRADE/STEP: AB65A

WORK HOURS: 8AM-5PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 44,054.40 PER ANNUM

SEASONAL:  DURATION : \$ 21.18 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs professional auditing work of moderate difficulty involving the examination of financial records and operating practices of the Navajo Nation government to ensure compliance with applicable tribal, federal and state laws, policies and procedures. Routine auditing procedures consist of (1) conducts audits according to prescribed standard audit techniques; (2) develops comprehensive reports on findings with recommendations; (3) performs preliminary studies of applicable laws, contracts, legislative decisions; (4) evaluates work, processes and policies and procedures to establish a basis for determining system reliability and accountability; (5) obtains sufficient information to provide a reasonable and justifiable audit opinion and conclusion; (6) presents recommendations to appropriate operating officials; (7) provides advisory service to Navajo Nation chapters, programs, departments and entities relating to internal controls, accounting principles and practices; (8) conducts presentations, attend meetings, reviews and provides feedback on draft policies and procedures manual and forms.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- Bachelor's Degree in Accounting, Business Administration, Finance, Political Science, or closely related field and two (2) years governmental auditing and accounting work experience.

**Preferred Qualifications:**

- Twenty-four (24) college credit hours in accounting or auditing.
- Tribal and local government work experience.
- Proficient in Microsoft Office and data analytic software.

***(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:**

Must meet qualification standards and must perform duties in accordance with Government Auditing Standards.

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