

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>OOC0910932</u>	DATE POSTED:	<u>10/26/15</u>
POSITION NO:	<u>202875</u>	CLOSING DATE:	<u>11/06/15</u>
POSITION TITLE:	<u>Accountant</u>		
DEPARTMENT NAME / WORKSITE:	<u>Office of the Controller / Credit Services Department / Window Rock, AZ</u>		
WORK DAYS:	<u>Mon-Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AB63A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>37,065.60</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>17.82</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Oversees the accounting functions of the Personal and Home Loan Program complying with approved Operating Policies and Guidelines; retrieves daily cash receipts from the Financial Management Information System (FMIS) and other financial information; posts all daily cash receipts to customer loan ledgers in the loan ledger system; prepares and submits month-end closeout reports by reconciling cash postings in the FMIS general ledger to the Credit Services's loan ledger system; reconciles clearing accounts, loan fees, deferment fees, down payments, and impound accounts to the general ledger amounts; prepares and submits journal vouchers to General Accounting Section to distribute payments to appropriate sub-accounts for principal, interest, impounds, late/NSF fees and write-offs of loan accounts; reviews and analyzes all outstanding check disbursements against bank statements provided by General Accounting Section; reports all write-off accounts and doubtful allowances to General Accounting referencing the balance sheet and income statement, and posts transactions to the loan ledger; prepares and submit K-Cards to Payroll Section for payroll deductions or to make changes to active loan deductions; makes necessary adjustments to individual customer loan accounts for all disbursements, refunds, charge-offs and write-offs; generates yearly Mortgage Interest Statements (Form 1098s) for home loan customers and transmits interest payments to the Internal Revenue Services (IRS); prepares and presents quarter and annual financial reports to the oversight committee and the Office of the Controller; submits monthly and quarterly work performance reports; assists customers with billing questions, payoffs, and status of refunds; correlates work with auditors to resolve audit deficiencies and report findings on loan programs; monitors compliance with Generally Accepted Accounting Principles (GAAP) and Navajo Nation regulations; researches, analyzes and uses independent judgement in a variety of daily and non-routine decisions affecting assigned functions; performs other duties as assigned by Credit Manager.

Minimum Qualifications:

- A bachelors degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of accounting experience.

Preferred Qualifications:

- Proficiency in computerized accounting systems and applications, including general software applications.
- A Master's degree in Accounting, Finance, Business Administration or closely related field.

Special Requirements:

- Must possess a valid state driver's license (*Program Preference*) and ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation is required.

(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:

Knowledge of Generally Accepted Accounting Principles (GAAP).
Knowledge of public relations/customer service principles, practices and techniques.
Knowledge of computerized accounting systems and applications including general software applications.
Skill in preparing detailed and complex numerical computations and reports.
Skill in establishing and maintaining effective working relationships.
Skill in communicating technical concepts, both orally and written.

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