

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD1347213
POSITION NO: 240860
CLASS CODE: 1518

Date Posted: 11/19/12
Closing Date: 12/04/12

POSITION TITLE: SENIOR ACCOUNTANT
DEPARTMENT NAME: DCD/Local Governance Support Center
DEPARTMENT NO: 134 WORKSITE LOCATION: Chinle, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R65A
Days: Monday - Friday Permanent:
Hours: 8:00 - 5:00 Temporary: Duration: Full Time \$ 41,516.80 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Work under the supervision of the Senior Program & Project Specialist. Provides supervision to the Chapter Accounting Technician and make decisions on behalf of SPPS when absent. Provide technical assistance to Agency Chapters towards governance certification of the five management system. Evaluate and assess the Chapter's five management system. Ensure that Chapters who request for certification have all the necessary policies and documents in place. Assist and provide community education on the transition of Local Governance Support Center, Title 26 Local Governance Act (LGA).

Assist and guide the Agency Chapters in developing and implementing of internal control structure and policies; monitor and report all funding sources assigned to the Agency and respective Chapters to ensure compliance with applicable policies (Payroll, travel, property, procurement, all chapter funds.) Conduct assessment of Chapters to determine how many Chapters have not received certification; submit weekly, monthly reports on finding(s) and provide recommendations to address the finding(s) within Agency Chapters.

Balance and reconciles cash receipts and related statements; complies and reviews invoices and other documents for Agency Chapter accounts payable and receivable activities; disburse monies received to appropriate parties; perform computer input of related data; generates and distributes financial reports; enters and tracks purchase orders; and supports various financial activities agency wide. Perform all other duties as assigned by the supervisor.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

Two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems; **OR** a Master's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

- Perform a wide variety of administrative service functions. Coordinate and administer several chapter programs within larger organizational units.
- Familiar with Financial Management Information System (FMIS), and Automated Accounting Software.
- Extensive travel to outlying rural areas on a daily basis to follow up on Chapters financial activities, to provide technical assistance and training to Chapter Administration staff and Chapter Officials.

License/Certification Requirements:

Valid state driver's license and Navajo Nation Vehicle Operator's Permit, **preferred**.

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