

ASSISTANT CONTROLLER (TREASURY)

DEFINITION: Under general direction, performs work of unusual difficulty in assisting with directing the internal financial administration of the Navajo Nation; assists in maintaining control over the internal financial transactions of the tribal government including the direct oversight of central bookkeeping and accounting records; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, organizes and directs the day-to-day function and operation of Navajo Nation accounts and controls, including supervising the subordinate professional accounting staff; assists in controlling appropriations and allotments to ascertain that expenditures are made in accordance with legislative intent or for the purpose intended by special revenues and that authorized limits are observed; supervises professional staff, oversees personnel matters, staffing levels and employee development; ensures compliance with organizational personnel policies and procedures and evaluates staff work performance.

Directs the preparation of tribal accounting standards, principles, procedures, funds and account designations, and accounting structures; facilitates the coordination of tribal program accounting systems with the central accounting system; supervises the operation and control of the central accounting system in recording receipts, expenditures, and balances for all appropriations and special revenue accounts; monitors revenue collected and compares to projections; develops and implements internal control mechanisms, procedures and guidelines to maintain fiscal accountability.

Communicates regularly on financial and departmental activities through reports, presentations and meetings; provides technical assistance relating to accounting and financial analysis; conducts research and analysis of investments and/or funding requests; attends a variety of meetings relating to financial issues with departments, programs and standing committees; monitors and interacts with investment advisors, and managers.

Performs a variety of administrative duties such as development of reports, approving and processing documents, development of proposals and presentations and special assignments as required; assists in the preparation of annual department budget; monitors departmental budget performance, expenditures versus budgeted allocation.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of general governmental accounting and financial administration principles and practices including automated accounting systems.

Knowledge of auditing, budget preparation and reporting systems, investment performance and analysis, and revenue forecasting.

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to investments, auditing, budgeting and accounting.

Knowledge of general principals of supervision and modern office procedures and practices, used in accounting transactions, including record keeping and data security methods and techniques.

Skill in developing and analyzing financial systems, procedures, and controls, budgets and revenue forecasts and coordinating complex tribal fiscal control systems.

Skill in converting, operating and developing computer based accounting systems and spreadsheet files.

THE NAVAJO NATION

Class Code: 1193
Executive Series
Executive Management Group
Overtime Code: Exempt
Pay Grade: 70

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Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advise and counsel to tribal and other governmental officials.
Skill in applying judgment in the release of confidential information.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Master's degree in Finance, Accounting, Business Administration with an accounting concentration or closely related field; and six (6) years of professional finance and accounting experience, two (2) of which must have been in a responsible administrative capacity supervising other professional accountants.

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.