

ASSOCIATE ACCOUNTANT

DEFINITION: Under general supervision, performs beginning level professional accounting and related processing, reporting and control functions of routine difficulty, including transaction processing, payroll accounting, financial system control, cost analysis, budget support, internal and external billing, internal audit reviews, project accounting and financial accounting and reporting; 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:

Performs a wide range of detailed accounting and advisory functions pertaining to assigned fund area, accounts or department; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews and approves expenditures, personnel and purchasing documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies and objectives.

Interprets data and points out trends or deviations from standards; assists in the preparation of accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data; prepares journal entries; maintains ledgers; assists in the preparation of cost accounting information; reconciles and analyzes reports and ledgers.

Monitors compliance with Generally Accepted Accounting Principles (GAAP) and Navajo Nation regulations; researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned function; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of accounting principles, concepts and practices to successfully perform and complete assignments, and to gain practical understanding and experience in the accounting profession.

Knowledge of Generally Accepted Accounting Principles (GAAP).

Knowledge of accounting principles, practices and procedures.

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 developing and monitoring complex multi-fund and source budgets using automated spreadsheets and word processing systems.

Skill in communicating effectively both orally and in writing.

Skill to establish and maintain effective working relationships.

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

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field.

PREFERRED QUALIFICATIONS:

- Proficient in Microsoft Office software or other computer applications.

THE NAVAJO NATION

Class Code: 1531
Financial Management and Control Series
Financial Support Group
Overtime Code: Exempt
Pay Grade: 62

ASSOCIATE ACCOUNTANT

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.