



INTERNAL JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Financial Services Branch – Window Rock, Arizona
SALARY : \$21.9558 per hour
CLOSING DATE : Friday, May 12, 2023 at 5:00 pm

Class Summary:

This class is the third of five levels in the Fiscal series. Incumbents perform professional fiscal analysis, accounting and budgeting work for an assigned area. Responsibilities may include analyzing and reconciling accounts, ledgers, and journal entries; preparing financial reports; preparing and modifying operating & capital budgets; budgeting and accounting for grants; developing, conducting, and documenting audits; and tracking and analyzing assets and preparing related schedules. The Fiscal Analyst is distinguished from the Fiscal Specialist in that it performs professional fiscal duties requiring advanced accounting, finance and/or budgeting training.

Responsibilities:

- Performs a variety of accounting functions, which includes: reviewing payables; reconciling accounts; preparing accounting schedules; preparing payroll; processing checks; coding and entering information into a database; and performing related tasks
- Monitors general ledger activities, which includes: preparing and entering journal entries for various adjustments and corrections; analyzing and resolving accounting issues; preparing recurring journal entries; conducting year-end closings; and performing other related tasks.
- Monitors, analyzes and reconciles budgets including operating and capital budgets; grant budgets; and related budgets. Performs budget audits and documents all necessary information.
- Prepares, submits, reviews, and analyzes a variety of reports, reconciliations, and statements to and from internal departments, financial institutions, and external agencies; makes recommendations based on findings; distributes reports and provides accounting information as requested.
- Performs other duties of a similar nature or level.

Required Skills:

- Financial accounting principles, practices and standards;
- Account reconciliation methods
- Accounts payable/receivable and general ledger reporting techniques;
- Applicable Federal, State, and/or local laws, rules and regulations;
- Preparing reports and records;
- Researching account discrepancies;
- Preparing accounting statements and reports;
- Reading and comprehending financial statements;
- Customer service principles;
- Performing mathematical concepts;
- Recordkeeping principles;
- Computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Required Experience:

- Valid Driver's License
- Bachelor's degree in finance, accounting, or related field, or an Equivalency;
- Three years of professional finance, accounting, and/or budgeting experience

How to Apply:

Applicants must submit a completed NHA application. including an updated resume and unofficial transcripts or degree(s). Email completed application packet to nhahr@hooghan.org or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.