

WE ARE HIRING!

JOIN OUR TEAM AND START BUILDING YOUR CAREER WITH US

The Navajo Nation Office of the Auditor General is seeking college graduates who are ready to tackle the workforce and acquire professional work experience. We are looking for motivated, innovative and career-oriented individuals to fill our entry-level positions.

Job Title: Associate Auditor

| <u>Job Description</u> | <u>Minimum Qualifications</u> | <u>Benefits</u> |
|--|---|--|
| <p>Performs beginning level professional auditing work; performs a variety of audit tasks to gain experience in auditing tribal government programs.</p> <p>Carries out audit assignments, works in audit teams, follows supervisor instructions, studies auditing practices and prescribed auditing standards, prepares written documents with clarity and comprehension, and assists senior auditors on applicable projects.</p> <p>Participates in group discussions, performs analytical work, assists with special projects, helps with process automation and financial control systems.</p> | <p>Bachelor's degree in Accounting, Business Administration, Finance or closely related field.</p> <p>Preferred to have 24 college credit hours in accounting, finance or auditing; proficiency with Microsoft Office software such as Excel and Word.</p> <p>Helpful to have knowledge of accounting/auditing principles, research and analytical matters, and understanding of organizational dynamics and behavior.</p> <p>Skills with technical writing, effective oral and written communication, establishing effective working relationships and performing research and analyzing government practices would be a plus.</p> | <p>The Navajo Nation offers health, life and short-term disability insurance. Health insurance covers medical, prescription drug, dental, and vision.</p> <p>The Navajo Nation also offers a competitive 401(k) savings plan available for employees to build a financially secure retirement for the future.</p> <p>The Office of the Auditor General maintains annual training budgets to provide training opportunities for auditors to acquire continuing professional education credentials. We also encourage and support auditors who pursue professional certifications such as Certified Internal Auditors and Certified Fraud Examiners.</p> |

If you are interested in this job opportunity, please contact our office at (928) 871-6303 or email at auditorgeneral@navajo-nsn.gov. You may also visit the Navajo Nation Department of Personnel Management website at www.dpm.navajo-nsn.gov for further information and how to apply. Thank you!

(Note: This is a regular full-time position with work hours of 8am-5pm; must possess valid driver's license; will be subject to a favorable background investigation. 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.)

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