

Navajo Nation Oil and Gas Company

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Accountant I

Position Description

Division:	NNOGC Corporate
Department:	Accounting
Job Code:	ACCTNI
Pay Grade:	E 2
Hours/week:	40 hours
Type of Position:	Full-time

Reports to (title):	Accounting Manager
Job Location:	St. Michaels, AZ
Supervises:	None
Classification:	Exempt
Effective Date:	January 01, 2004
Revised Date:	September 12, 2013

PERFORMANCE EXPECTATIONS

In Performance of their respective tasks and duties all employees of Navajo Nation Oil & Gas Company (NNOGC) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent
- Adhere to all professional and ethical behavior standards of the oil & gas industry
- Interact in an honest, trustworthy and dependable manner with clients, employees and vendors
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license and clean driving record
- Successfully pass a pre-employment drug/alcohol screen and background investigation

POSITION PURPOSE

Perform a wide range of detailed/complex accounting and advisory functions; ensures expenditures control and compliance with funding and reporting requirements and applicable accounting procedures. Personnel and purchasing documents for availability of funding, compliance with established accounting principles, polices and objective

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Maintain Confidentiality
- Communicate with customers, vendors, and external auditors
- Data entry of accounting information into accounting software.
- Participate in Convenient Store cash audits
- Possess excellent customer service skills – ensuring internal and external customers issues are resolved to their satisfaction.
- Calculate and record monthly depreciation
- Prepare excel worksheets as they relate to business units
- Record deposits (checks and/or wire transfers) into accounting system
- Process accounts receivable billings and payments into accounting system
- Maintain and prepare 1099's and W9's
- Process and attain approval for accounts payable checks
- Maintain all vouchers pertaining to accounts payable
- Enter accounts payable invoices into accounting system

- Determine invoice due dates and schedule timely payments
- Prepare accounts payable invoices for data entry; i.e. invoice approval and general ledger coding
- Apply analytical competence when resolving discrepancies
- Prepare and enter recurring journal entries
- Reconcile balance sheet accounts
- Reconcile internal credit card statements
- Calculate and prepare reports for Sales taxes to file with State, Federal and Navajo Nation
- Perform bank statement reconciliations
- Assist with monthly depletion calculations
- Prepare monthly hedge activity (no analytical review)
- Preparing the monthly Tariff Statements for the Pipeline Business
- Updating gauge reports and seal logs for reporting of oil production to Government Entities
- Preparing the Navajo Nation Royalty In Kind due to the Navajo Nation
- Calculating monthly Run Tickets to determine net barrels of oil sold.
- Prepare reports for monthly production, calculate Sales Taxes and Royalty and file with State, Federal, and Navajo Nation.
- Other duties as required

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Minimum of 5 years of accounting responsibilities with demonstrated progressive responsibilities; or a combination of experience and education equivalent up to 10 years direct work experience with continuing education.

Education:

- High School/Equivalent plus 10 years of practical work experience required or an Associate/Vocational Degree plus 7 years of practical work experience OR a Bachelor Degree in accounting, finance or related field preferred plus 5 years of direct work experience. Degree earned must be from an accredited college or university.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Knowledge of General Accounting Principles
- Able to apply general accounting theory
- Ability to work independently
- Ability to multi-task to meet timely deadlines
- Proficient in a variety of computer software applications in word processing, spreadsheets, database and presentation
- Excellent Interpersonal skills
- Handle and maintain related proprietary and confidential matter

POSITION PREFERENCES

Licenses and
Certifications: None

WORK ENVIRONMENT

Work Environment: Work is generally performed in an office setting with a moderate noise level. Variable hours based on operational needs. Tight time constraints and multiple demands are common. Travel may be required.

Physical demands: While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

Navajo Nation Oil and Gas Company complies with the Navajo/Indian Preference in Employment Policy.

OTHER

All employees must uphold all principles of confidentiality and proprietary information to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

ACKNOWLEDGMENT

I have reviewed the content of the **Accountant I** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of the position as outlined in this description, with or without reasonable accommodation.

Describe any accommodation required to perform these functions:

Employee (printed name)

Employee (signature)

Date