

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR06216841 DATE POSTED: 01/02/19
POSITION NO: 241694 CLOSING DATE: 01/15/19
POSITION TITLE: Accounts Maintenance Specialist
DEPARTMENT NAME / WORKSITE: DNR / Dept. of Agriculture / NNFair Office / Window Rock, AZ
WORK DAYS: Friday-Sunday REGULAR FULL TIME: GRADE/STEP: AR58A
WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 25,355.20 PER ANNUM
SENSITIVE SEASONAL: DURATION : \$ 12.19 PER HOUR
NON-SENSITIVE TEMPORARY: 01/19 - 08/19

DUTIES AND RESPONSIBILITIES:

Prepares and verifies object codes, account business units, according to approved fiscal year budgets; maintain up-to-date balance for each business unit and object code, recommends budget transfer as needed; ensures all copies are adequately maintained in vendor files by fiscal year and contract files are maintained ensuring payments are accurately paid in full and reconciliation is completed; prepares documents for payment ensuring invoices are attached, approval signature is completed and copies for files prior to submission; ensures accounting processes or procedures are maintained including records of cash receipts, cash deposits, property control records, accounts payable and accounts receivable; ensures procurement policies are followed and established guidelines are followed per Navajo Nation finance procedures

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED, supplemented by college level courses in bookkeeping and/or accounting; and two (2) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license

(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.)

Special Knowledge, Skills and Abilities:

Knowledge of basic business math; knowledge of bookkeeping practices and principles; knowledge of customer/public relations, customer service principles, practices and techniques; skill in preparing and maintaining accurate files, records, reports; skill in understanding and following oral and written directions; skill in utilizing computer databases to research, maintain and update records and files; skill in establishing cooperative work relationships with those contacted in the course of work

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