THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR09713164**	DATE POSTED:	01/19/17
POSITION NO:	931796	CLOSING DATE:	OUF
POSITION TITLE:	Accounts Maintenance Specialist		
DEPARTMENT NAME / WORKSITE:	DHR/Navajo Department of Workforce Development/Chinle, AZ		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME: ☑	GRADE/STEP: AB58A
WORK HOURS:	8am - 5pm	PART TIME: ☐ NO. OF HRS./WK.:	$ 24,128.00 PER ANNUM
		SEASONAL: ☐ DURATION :	$ 11.60 PER HOUR
		TEMPORARY: ☐	

DUTIES AND RESPONSIBILITIES:

Maintains the Workforce Center financial records and ledgers. Reconcile the ledgers on a periodic basis with the NDWD Contracts and Grants Unit. Updates the Program Supervisor III on anticipated reconciles accounts involving multiple accounting records and closely coordinates with Contracts and Grants Unit addressing over expenditures. Examines, verifies and process all travel authorization, purchase requisitions, transfer/modification of budgets against obligated expenditures and other financial documents for availability of funds. Checks for accuracy, compiles numerical and statistical information for report purposes. Generates a variety of reports from computer records using complex calculations. Prepares and presents budget reports on behalf of the Workforce Center on bi-weekly and monthly basis.

Reconciles the ledgers on a periodic basis with the WIA Accounting Section. Monitors, maintains and approves financial activities and budget expenditures for the Workforce Center offices. Reviews and analyzes all Workforce Investment Act/Native Employment Works financial records to ensure compliance with tribal and federal rules and regulations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting; and two (3) years increasingly responsible bookkeeping and clerical accounting experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation is required.

(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:

Considerable knowledge of automated accounting software. Knowledgeable with complicated accounting practices and procedures. Knowledge of basic accounting principles and practices, basic methodical computations, bookkeeping, effective communications skills with staff and business.

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