

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<b>DHR03414931</b>	DATE POSTED:	<b>01/25/18</b>
POSITION NO:	244038	CLOSING DATE:	<b>OUF</b>
POSITION TITLE:	<b>Accounts Maintenance Specialist</b>		
DEPARTMENT NAME / WORKSITE:	DHR/Office of Broadcasting Services-Window Rock, AZ		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8 a.m. - 5 p.m.	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		DURATION :	<input type="checkbox"/>

GRADE/STEP:	AI58A
	\$ 24,731.20 PER ANNUM
	\$ 11.89 PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Under the general supervision, performs clerical accounting and bookkeeping duties requiring a working knowledge of assigned accounting functions, accuracy and attention to detail; Manage Procurement which includes a procurement documents i.e. quotes, invoices, Purchase Orders, receiving reports, proper property tagging, close outs, receiving report and filing; posts debits/credits to proper accounts, balances and reconciles accounting records with tribal accounting system; makes necessary corrections; Maintain program Expenditures and revenues, maintains a variety of records pertinent to accounting processes or procedures, such as records of cash receipts, cash deposits, property control records, accounts payable or accounts receivable; Verifies billing statements and prepares for authorization; Review reports to identify and trace sources of error and makes necessary corrections; performs research to locate accounting input errors; On an annual basis assist Program Manager relating to fiscal management not limited to budgeting, budget forecasting, revenue projections, and formulate the proper allocation of funds to meet the goals and objective developed for the program; compiles numerical and statistical information for report purposes or simple financial statements; Most often work with other Navajo Nation fiscal related programs such as Office of the Controller, Office of Management and Budget, Division of Human Resource Budget Personnel, Payroll, cashiers, etc.; Prepares and verifies amounts and codes for various standard accounting entries such as Procurements i.e. Purchase Requisition, Request for Direct Payment, Interdepartmental Charge Request, etc.; Ensure that personnel of the program are properly closing out Purchase Card usage per the policies; Ensure that our Fund Management Plan and Marketing Plan is up to date and aligned with the current market trends; Keep up to date the Budget Status Reports for insertion in Quarterly Reports, perform a Budget Revision Request and maintain a Program Payment Calendar; Assist Program Manager in managing the Expenditure Signature Authorization Form, Budget Signature Authorization, Payroll Signature Authorization and the Exposure Summary Report; performs related work as assigned.

**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 drivers license.
- 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.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of basic business math; Knowledge of bookkeeping practices and principles; Knowledge of public relations/customer service principles, practices, and techniques; Skill in preparing and maintaining accurate records, reports, and files; 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.