

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

REQUISITION NO: DHR0378422 DATE POSTED: 01/27/14  
POSITION NO: 241981 CLOSING DATE: 02/07/14  
POSITION TITLE: ACCOUNTS MAINTENACE SPECIALIST

DEPARTMENT NAME / WORKSITE: Department of Navajo Veterans Affairs / Window Rock AZ  
WORK DAYS: Mon - Fri REGULAR FULL TIME:  GRADE/STEP: Y58A  
WORK HOURS: 8AM - 5PM PART TIME:  NO. OF HRS./WK.: 40 \$ 23,420.80 PER ANNUM  
SEASONAL:  Duration: \_\_\_\_\_ \$ 11.26 PER HOUR  
TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under general supervision of the Loan Officer, perform but not limited to the following duties: Prepare Budget Status Reports and Expenditure Reports for Veterans Loan Program; make transactions, perform budget adjustments and transfers as needed; verify billing statements and prepare payments to vendors; compile numerical and statistical information for reports or financial statements; work with Oracle 1 Financial Management Information System; network with Navajo Nation personnel to resolve any discrepancies; review and approve 6B Rollout data entry via FMIS; review and file Veterans Administration Medical Center (VAMC) fee reimbursement documents; closely collaborate with Loan Officer, Loan Collection Officer and Administrative Service Officer; work with Dynamic Interface Systems Corporation LOANLEDGER system, record entries, ensure budgetary control by fund management utilizing appropriate fund code and sub codes, prepare and verify amounts and codes on various standard accounting entries, prepare documents and post debits/credits to proper accounts, balance and reconcile accounting records, review reports to identify sources of error or data input errors and make necessary corrections, perform statistical calculations for processing specialized information, reports and data into the LOANLEDGER; provide clarification and interpretation of Budget Instructions and Policies manual and other pertinent laws regarding fiscal matters; review and comply with Navajo Nation Procurement Laws; maintain various records pertinent to accounting processes or procedures i.e. cash receipts, cash deposits, property control records, accounts payable and accounts receivable, 6B rollout documents and VAMC reimbursement documents, answer inquiries regarding work being performed.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A high school diploma or GED, supplemented by college level course in bookkeeping and/or accounting; and three (3) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education, training, and experience, which provides the capabilities to perform the described duties.

***(In order 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 Navajo Nation Personnel Policies Manual; 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 working relationships with Navajo Nation employees and clients, promote proactiveness, productivity and effective communication. within 90 days of employment, obtain FMIS Access and operational knowledge of the LOANLEDGER system.

**Special Requirements:**

**PREFERRED:** Must possess a valid state driver's license and, within 90 days of employment, obtain a Navajo Nation Vehicle Operator's Permit. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**VETERANS' PREFERENCE APPLIES**

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