

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DHR0987475
POSITION NO: 931801
CLASS CODE: 1525

Date Posted: 02/11/13
Closing Date: 02/25/13

POSITION TITLE: ACCOUNTING TECHNICIAN
DEPARTMENT NAME: Navajo Department of Workforce Development
DEPARTMENT NO: 98 WORKSITE LOCATION: Tuba City, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A
Days: Mon - Fri Permanent:
Hours: 8:00am - 5:00pm Temporary: Duration: _____ \$ \$20,862.40 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ \$10.03 Per Hour

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 and Training:

A high school diploma or GED, Supplemented by college level course work in bookkeeping and/or accounting; and **PREFERRED:** College level course work in accounting, business administration, and related subjects.

Experience:

two (2) years increasingly responsible bookkeeping and clerical accounting experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.).**

PREFERRED: Four years of experience in the maintenance of financial records.

Special Knowledge, Skills and Abilities:

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

License/Certification Requirements:

PREFERRED: Must possess a valid State Drivers License and must obtain Navajo Nation Vehicle Operators Permit upon employment.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99