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

REQUISITION NO: **OOC0282860** Date Posted: **02/14/11**

POSITION NO: **202549** Closing Date: **02/28/11**

CLASS CODE: **1524**

POSITION TITLE: **ACCOUNTS MAINTENANCE SPECIALIST**

DEPARTMENT NAME: **Financial Services/Office of the Controller- Accounts Payable Section**

DEPARTMENT NO: **28** WORKSITE LOCATION: **Administration Building #1, Window Rock, AZ**

WORKS DAYS/HOURS:
Days: **Mon-Fri**
Hours: **8:00 am - 5:00 pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **N58A**
SALARY:
$ **21,944.00** Per Annum
$ **10.55** Per Hour

**DUTIES AND RESPONSIBILITIES:**
Under general direction, performs a variety of clerical accounting and bookkeeping duties requiring a working knowledge of assigned accounting functions, accuracy and attention to detail; incumbents work within established procedures entering data to records of original entry, preparing summary statements, and checking forms for completeness and accuracy; performs related work as assigned.Performs a variety of Accounts Payable large volume of data entry using the governmental accounting methods within the Financial Management Information System (FMIS) Oracle JD Edwards EnterpriseOne web version application. The function entails working with the Address Book with Supplier Master, Create Payment and the ability to vouch vendor by fiscal year for General Funds, Fiduciary Funds Funds, Proprietary Funds, Enterprise Funds, Capital and Non-Capital Funds. Ensure functional operation of maintains file are performs duration of all external and internal financial and single audits.

**QUALIFICATION REQUIREMENTS:**
**Education and Training:**
A high school diploma or GED; supplemented by college level courses in bookkeeping and/or accounting; and

**Experience:**
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. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities and other Characteristics:**
Good knowledge of accounting principles and practice and computer literacy is necessary, ability to apply governmental accounting. 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. Good knowledge of filing, organizing, good oral and written communication. Ability to apply clerical skills to maintenance of large volume of standard accounting entries, data input, or other forms, encodes and obtain necessary approvals for process, sort documents and post debits/credits to proper accounts; balance and reconcile accounting records with the FMIS accounting application through the Three-Tier process (1. Enter Vouchers 2. Review & Approve Vouchers 3. Post Vouchers to G/L). Ability to work independently and/or under pressure. Ability to organize work and set priorities. Strong communication, teamwork, computer and interpersonal skills are required.
Prefer candidates with excellent previous employment history. Knowledge of basic business math, bookkeeping practices and principles, public relations/customer services principles, practices and techniques, completeness and compliance with Nations' regulations, contracts with relatively complex numerical and statistical calculations. Skills in preparing & maintaining accurate records, reports, files. Skills in understanding & following oral & written directions. Skills in utilizing computer database to research, maintain, & update records and files. Skills in establishing cooperative work relationships with those contacted in the course of work.

**License/Certification Requirements:**
***PREFERRED:*** Must possess certification as a Accounts Payable Specialist (APS). Valid Drivers License. Any training certificates

***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***