THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **OOC0692861** Date Posted: **02/14/11**
POSITION NO: **240193** Closing Date: **02/28/11**
CLASS CODE: **1525**
POSITION TITLE: **ACCOUNTING TECHNICIAN**
DEPARTMENT NAME: **OOC/Credit Services Deparment**
DEPARTMENT NO: **69** WORKSITE LOCATION: **Window Rock, AZ**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **N57A**
Days: **Mon - Fri** Permanent: ☑ SALARY:
Hours: **8:00am - 5:00pm** Temporary: ☐ Duration: $ **20,134.40** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **9.68** Per Hour

DUTIES AND RESPONSIBILITIES:

• Assists the Accountant with daily posting of cash receipts for loan payments to individual customer's loan ledgers for loans made under the Personal and Home Loan Programs.
• Assists with the month-end closeouts and reconciliation for the Personal and Home Loan Program to be submitted to General Accounting Section by the deadline date.
• Oversees and processes all Request for Direct Payments (RDP) on refunds for over payments on Personal and Home Loan accounts, and other adjustments; and maintain files for such expenditures.
• Look up loan accounts in the Loan Ledger system and provide accurate loan balances, pay off amounts, and other inquiries a customer may have. Prepare and submit K-Cards to Payroll Department to modify or cancel authorized payroll deductions per the status of loan accounts.
• Prepare and submits monthly and quarterly reports of work performance for the corresponding month or quarter ending.
Assist with other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting; and

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 transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of accounting methods and practices to accurately conduct analysis and to validate transactions including the resolution of inconsistencies; Knowledge of accounting, budget and financial transactions associated with tracking and recording budget transactions; automated accounting practice to reconcile errors; basic business math; bookkeeping practices and principles; public relations/customer service principles, practices and techniques.
Skill in preparing and maintaining accurate records, reports and files, understanding and following oral and written directions, utilizing computer databases to research, maintain and update records and files, establishing cooperative work relationship with those contacted in the course of work.

License/Certification Requirements:

PREFERRED: Valid State /Tribal Driver's license

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***