

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB00311458
POSITION NO: 150403
POSITION TITLE: _____

DATE POSTED: 02/16/16
CLOSING DATE: 02/29/16

DEPARTMENT NAME / WORKSITE: Office of the Speaker / Legislative Branch / Window Rock, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB58A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 24,128.00 PER ANNUM
SEASONAL: DURATION : _____ \$ 11.60 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs technical accounting duties requiring a working knowledge of accounting functions, accuracy and attention to detail; Incumbent works within established procedures entering data, prepares and verifies amounts and codes to correct business unit and object codes, data input, and checking forms for completeness and accuracy; Reviews reports to identify errors and makes corrections; Responsible for preparing, processing required documents for NN Council Delegates travel authorizations and reimbursements ensure all supporting documents are attached; work on NN Delegates purchase card packets which includes working & assisting delegates in preparing their CCER packets, reconciling & making adjustments to packets and finalizing for submittal for approval in Wells Fargo website. At times will assist in preparation, processing, & inputting of delegates claim forms into FMIS 6B rollout for payments. Scanning of all completed financial documents into Docustore file system and submittal of originals to Accounts Payable office. Assisting delegates with Xeroxing of documents such as travel authorizations, travel/meeting documents, pcard packets upon request from delegates. Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School diploma or GED, supplemented by college level courses in bookkeeping and/or accounting; and (3) three years of increasingly responsible bookkeeping or clerical accounting experience.

Preferred Qualifications:

- An Associate's degree in Business Administration or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- Experience in the preparation of financial documents.

Special Requirements:

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- 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/Experience in working with NN FMIS modules, Wells Fargo CCER website & Docustore electronic filing system (software). Must demonstrate time management for assigned task, ability to meet assigned deadlines and determine priorities independently. Must demonstrate exceptional ability for attention to detail, strong written and verbal communication skills for reporting status on assigned tasks and issues. Ability to work independently and under pressure.

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