THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS0052929** Date Posted: **02/28/11**

POSITION NO: 944822 Closing Date: **03/11/11**

CLASS CODE: 1524

POSITION TITLE: **ACCOUNTS MAINTENANCE SPECIALIST**

DEPARTMENT NAME: Division of General Services/Navajo Transit System

DEPARTMENT NO: 5 WORKSITE LOCATION: Ft. Defiance, AZ

WORKS DAYS/HOURS:
Days: M-F
Hours: 8am-5pm

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

GRADE: N580A

SALARY:
$ 21,944.00 Per Annum
$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Senior Accountant, reviews and reconciles Motor Coach Driver's recap sheet and tickets/passes for accuracy and to ensure proper sales of tickets/passes in accordance with standard procedures set forth by the department. Issues Field Cash Receipts for revenue collected. Assist in development of farebox and non-personnel collection system. Deposit revenues (cash) to Cashier's Section/Financial Services on a daily basis. Enters financial data into the computer and files after collection. Maintains ledger of revenue collection transaction and reconciles ledger with Financial Records System. Complies ridership/revenue data for monthly reports for submittal to funding source, Section 5311 Programs. Prepares and submit Field Cash Reports to Financial Services on a bi-weekly basis. Prepare and submit billings to organizations utilizing transportation services.

Must be able to conduct surveys to evaluate oeprations to the public and recommend changes to NTS operation. Must be able to provide general support services to the Administrative and Operational functions of the Navajo Transit System, which includes clerical assistance, basic accounting and purchasing, public relations, assist customers concerning route schedules, etc., and other duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

Three years of increasingly responsibility 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 and training, applicant must submit copies of transcripts, certificates, degree, diploma, etc.)

Special Knowledge, Skills and Abilities:

Must be familiar with Microsoft Word/Excel spreadsheets/database feature. Considerable knowledge of the principles and practices of governmental bookkeeping; knowledge of modern office methods, practices, and equipment; ability to prepare a variety of routine and special financial and statistical reports; ability to establish and maintain effective relations with outside auditors, tribal officials, and employees.

License/Certification Requirements:

Valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit, **preferred.** Maybe subject to criminal background check.

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***