

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DHR02414996</u>	DATE POSTED:	<u>03/19/18</u>
POSITION NO:	<u>244149</u>	CLOSING DATE:	<u>04/27/18</u>
POSITION TITLE:	<u>Accounts Maintenance Specialist</u>		
DEPARTMENT NAME / WORKSITE:	<u>DHR / Navajo Office of Vital Records and Identification / Window Rock, Arizona</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input type="checkbox"/> GRADE/STEP: <u>A158A</u>
WORK HOURS:	<u>8:00am-5:00pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>24,731.20</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>11.89</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Under the general supervision, performs clerical accounting and bookkeeping duties requiring a working knowledge of assigned accounting functions (General Funds and External Fund – Public Law 93-638 contracts), accuracy and attention to detail; Manage Procurement which includes a procurement documents i.e. quotes, invoices, Purchase Orders, receiving reports, proper property tagging, close outs, receiving report and filing; posts debits/credits to proper accounts, balances and reconciles accounting records with tribal accounting system; makes necessary corrections; Maintain program Expenditures and revenues, maintains a variety of records pertinent to accounting processes or procedures, such as records of cash receipts, cash deposits, property control records, accounts payable or accounts receivable; Verifies billing statements and prepares for authorization; Review reports to identify and trace sources of error and makes necessary corrections; performs research to locate accounting input errors; On an annual basis assist Manager relating to fiscal management not limited to budgeting, budget forecasting, revenue projections, and formulate the proper allocation of funds to meet the goals and objective developed for the program; compiles numerical and statistical information for report purposes or simple financial statements; Most often work with other Navajo Nation fiscal related programs such as Office of the Controller, Office of Management and Budget – Office of Contracts and Grants, Division of Human Resource Budget Personnel, Payroll, cashiers, etc.; Prepares and verifies amounts and codes for various standard accounting entries such as Procurements i.e. Purchase Requisition, Request for Direct Payment, Interdepartmental Charge Request, etc.; Ensure that personnel of the program are properly closing out Purchase Card usage per the policies; Keep up to date the Budget Status Reports for insertion in Quarterly Reports, perform a Budget Revision Request and maintain a Program Payment Calendar; Assist Program Manager in managing the Expenditure Signature Authorization Form, Budget Signature Authorization, Payroll Signature Authorization and the Exposure Summary Report; performs related work as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school/GED, supplemented by college level courses in Bookkeeping and/or Accounting; and two (2) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- 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 of basic business math. Knowledge of bookkeeping practices and principles. Knowledge of public relations/customer service principles, practices and techniques. Skill in preparing and maintaining accurate records, reports, and files. Skill in understanding and following oral/written directions. Skill in utilizing computer databases to research, maintain, and update records and files. Skill in establishing cooperative work relationship with those contacted in the course of work; working knowledge of Public Law 93-638 Policies, Procedures, Regulations, as well as General Accepted Accounting Principles (GAAP) and Navajo Nation Procurement Policies and Procedures.

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