THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS05711710	DATE POSTED:	03/28/16
POSITION NO:	236637	CLOSING DATE:	OUF
POSITION TITLE:	Accounts Maintenance Specialist		
DEPARTMENT NAME / WORKSITE:	NDSS / Child Care and Development Fund Program / Window Rock, Arizona		
WORK DAYS:	Mon - Fri	REGULAR FULL TIME: ☑	GRADE/STEP: AB58A
WORK HOURS:	8:00a - 5:00p	PART TIME: ☐ NO. OF HRS./WK.:	$ 24,128.00 PER ANNUM
		SEASONAL: ☐ DURATION :	$ 11.60 PER HOUR
		TEMPORARY: ☐	

DUTIES AND RESPONSIBILITIES:

Prepares and verifies amounts and codes for various standard accounting entries, data input, or other forms; encodes and obtains necessary approvals for processing; sorts documents and posts debits/credits to proper accounts; balances and reconciles accounting records with the tribal accounting system; makes necessary corrections.

Reviews reports to identify and trace sources of error and makes necessary corrections; performs research to locate accounting input errors; performs verification and reconciliation activities for assigned accounts of a complex nature; 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; checks for completeness and compliance with tribal regulations; contacts various Nation personnel to resolve discrepancies or problems; answers inquiries regarding work being performed; compiles numerical and statistical information for report purposes or simple financial statements; generates a variety of reports from computer records; makes and checks relatively complex numerical and statistical calculations; processes specialized information, reports and forms into the financial accounting system.

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 three (3) years of increasingly responsible bookkeeping or clerical accounting experience.

Preferred Qualifications:

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

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 of applicable policies, practices and procedures related to work assignment; knowledge of basic clerical/office support practices and procedures; and knowledge of a variety of computer software, word processing, database, and spreadsheet applications; knowledge of bookkeeping practices and principles. Skill in maintaining electronic and/or hard copy filing/records systems; in operating office equipment, including computer programs; Skill in applying judgement in the release of and safeguarding confidential information; skill in basic business math, cash receipting and accounting principles; skills in following oral and written instructions; skills in English composition, grammar, and punctuation; skills in establishing and maintaining effective working relationships; and skills in preparing clear and comprehensive reports.

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