

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: 00C02815076

DATE POSTED: 03/29/18

POSITION NO: 229634

CLOSING DATE: 04/27/18

POSITION TITLE: Account Maintenance Specialist

DEPARTMENT NAME / WORKSITE: Office of Controller-General Accounting Section / Window Rock, Az.

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AI58A

WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 24,731.20 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 11.89 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Review, validation and posting of accounting transactions to the Navajo Nation financial accounting system in the form of interdepartmental Change Requisitions, Fleet Management vehicle charges, Record Management copier charges and Air Transportation flight invoices. Review financial documents for completeness (Computations, invoices, encumbrance, account number, etc.) prior to posting of accounting transaction including communication with departments on documents to resolve any discrepancies. Posting of approved "Request for Budget Transfer", field account disbursement checks, journal voucher, encumbrance adjustments and any other general ledger or subsidiary ledger adjustments. Processing of affidavits for lost, stolen, destroyed check or check issuance to beneficiary including the processing of stop payment request and final reissuance of check. Assist and provide support functions to the accountings regarding account analysis and reconciliation. Other duties as assigned by Accounting Supervisor. Review chapter funds, process Requests of Direct Payment. Calculate carryovers, and monitor funds.

**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 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.

*(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:**

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