THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: 00C02815148 | DATE POSTED: 04/09/18

POSITION NO: 202549 | CLOSING DATE: 04/20/18

POSITION TITLE: Accounts Maintenance Specialist (3 Positions)

DEPARTMENT NAME / WORKSITE: Office of the Controller, Accounts Payable Section - Window Rock, AZ

WORK DAYS: Mon-Fri | REGULAR FULL TIME: ☑ | GRADE/STEP: AI58A

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

SENSITIVE ☑ | SEASONAL: ☐ | $ 11.89 PER HOUR

NON-SENSITIVE ☐ | TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Under general supervision of Accounting Supervisor. Performs account maintenance inquiries and corrections as received from customers, Financial personnel, customers, financial institutions, and government agency requests. Identify, document, and resolve exceptions and communicate with internal departments such as Customer Service, Fraud, Operations, and Compliance and accounting duties requiring a working knowledge of accounting functions with accuracy and attention to detail. Processes invoices, check requests, and expense reimbursements through data entry in JD Edwards FMIS system. Determines funds availability and reviews source documents for completeness and accuracy, detecting for any discrepancies. Records entries in FMIS, ensuring correct allocation of all debits and credits. Provides clarification and interpretation of policies and procedures. Identifies and escalates account maintenance issues to Supervisor in a timely manner. Facilitates communication with vendors and external Navajo Nation staff to resolve account related discrepancies. Proactively communicates work status, performance, challenges and issues. Time management essential to handle multiple tasks and assignments. Performs other duties as requested.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/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:

- 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:

Must demonstrate time management for assigned tasks, ability to meet assigned deadlines, and ability to achieve/maintain communicated productivity levels. Ability to effectively execute against assigned priorities, as well as determine priorities independently. Demonstrate tenacity and diligence in following up on outstanding issues to ensure customer satisfaction. Must demonstrate exceptional ability for attention to detail, strong written and verbal communication skills for reporting status on assigned tasks and issues. Ability to communicate with internal staff and external vendors/customers. Must demonstrate a sense of urgency with respect to payment processing as well as a strong aptitude for problem solving. Ability to work independently and under pressure. Flexibility to work in a fast paced dynamic environment. Must be ambitious, a self-starter, enthusiastic and respectful. Ability to perform analytical and monitoring duties, prepare and conduct audits. Knowledge of Generally Accepted Accounting Principles. Knowledge of JD Edwards FMIS system. Knowledge of Navajo Nation Policies and Procedures. Knowledge of MS Office Suite (Word, Excel, PowerPoint, Outlook). Special training in Accounting technology, including invoice imaging, scanning, electronic invoicing, automated workflow, ACH Payments, and P-Card payments. Certified in JDE Accounting Software application. Fluency in both Navajo and English languages.

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