

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS1243076

Date Posted: 04/11/11

POSITION NO: 281067

Closing Date: 04/22/11

CLASS CODE: 1524

POSITION TITLE: Accounts Maintenance Specialist

DEPARTMENT NAME: DGS/ISD/Workers' Compensation Program

DEPARTMENT NO: 124 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R58A

Days: Monday to Friday Permanent: SALARY: _____

Hours: 40 per week Temporary: Duration: _____ \$ 22,734.40 Per Annum

Part-Time: No. of Hrs/Wk: _____ \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Prepares and verifies amounts of premium due for workers' compensation premium from participating employers. Ensures that all participating employers submit applications for coverage and collects total gross payroll reports for invoicing the employers for premium. Prepares and verifies invoices for correctness and completeness then ensures that premium invoices are distributed to employees timely and efficiently. Communicates premium processing and assists in calculating premium by loss experiences and total gross payroll amounts submitted by employers. Prepares quarterly total premium collections and identifies outstanding invoices. Contacts employers to collect unpaid premium. Updates all premium records on a daily basis. Provides educational outreach to all covered participating employers through presentations pertaining to applications, invoicing, and collection procedures. Prepares, recommends, planning and utilization and participates in the preparation of the program's annual budget, including estimates of expenditures, projections of premium revenue. Ensures compliance with all tribal regulations, i.e., Workers' Compensation Act, Purchasing, Accounting Procedures. Generates a variety of reports from computer records and ma

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

Three (3) years of increasingly responsible 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/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Basic business math. Bookkeeping practices and principles. Public relations/customer service principles, practices and techniques. Preparing and maintaining accurate records, reports and files. Utilizing computer databases to maintain and update records and files. Establishing cooperative work relationships with those contacted in the course of work.

License/Certification Requirements:

Valid State Driver's License. Must obtain a Navajo Nation Driver's Tribal Permit within 90 days of employment.

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