THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **OOC0283071** Date Posted: **04/11/11**
POSITION NO: **202540** Closing Date: **04/22/11**
CLASS CODE: **1366**
POSITION TITLE: **OFFICE SPECIALIST**
DEPARTMENT NAME: **Office of Controller / General Accounting Section**
DEPARTMENT NO: **28** WORKSITE LOCATION: **Window Rock, AZ**

WORKS DAYS/HOURS:
Days: **Mon - Fri**
Hours: **8:00am - 5:00pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R58A**
SALARY:
$ **$22,734.40** Per Annum
$ **10.93** Per Hour

DUTIES AND RESPONSIBILITIES:
Provides secretarial, reception and related work: answering telephone and making proper referrals or taking messages, maintaining pick-up and tracking system of all mail daily; compose general correspondence for Department staff, Navajo Nation; use computer on daily basis; assist with coordinating and maintaining all records/filling system, setting up meeting/training place for staff and make travel arrangement as necessary. Review, validation and posting of accounting transactions to the Navajo Nation financial accounting system in the form of Interdpartmental Charge Requistion, and Air Transportation flight invoices. Review financial documents for completeness (computations, invoices, encumbrance, account number, signature, etc.) prior to posting of accounting transactions including communicating with departments on documents to reslove any discrepencies. Assist and provide support functions to the accountants regarding account analysis and reconciliation. Other duties as assigned by Accounting Supervisor.

QUALIFICATION REQUIREMENTS:
Education and Training:
A high school diploma or GED; supplemented by courses in general office procedures; and

Experience:
Two (2) years general office or related 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, certificate, diploma, etc.)***

Special Knowledge, Skills and Abilities:
General book-keeping knowledge. Familiarity with Financial Management Information System (FMIS). Ability to maintain professional conduct in dealing with the public as well as the phone. General knowledge of policies (travel, accounts payable, etc.) to direct public to correct departments.

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 08-16-02***