

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB0037745

Date Posted: 04/23/13

POSITION NO: 241056

Closing Date: 05/06/13

CLASS CODE: 1525

POSITION TITLE: ACCOUNTING TECHNICIAN

DEPARTMENT NAME: Legislative Branch - Office of the Speaker

DEPARTMENT NO: 03 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R57A

Days: Monday - Friday

Permanent:

SALARY: _____

Hours: 8am to 5pm

Temporary:

Duration: _____ \$ 20,862.40 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 10.03 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs technical accounting duties requiring a working knowledge of accounting functions, accuracy and attention to detail; incumbents works within established procedures entering data, prepares and verifies amounts and codes to correct business unit and object codes, data input, and checking forms for completeness and accuracy; Reviews reports to identify errors and makes corrections; performs verification and reconciliation activities for assigned accounts; Contacts various Navajo Nation personnel including NN Council Delegates to resolve discrepancies or problems; compiles numerical and statistical information for report purposes or simple financial statements. Responsible for processing council delegates meeting claim forms, travel authorizations, and reimbursements. Responsible for maintaining and keeping accurate accounting records of all payments that are processed and ensures all checks are posted accurately in council delegates ledgers and scanned into file system software. Reviews and processes other financial documents necessary for payment for delegates and Office of the Speaker. Performs general office duties such as answering telephone calls, and assisting other constituents. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

Two (2) years increasingly responsible bookkeeping and 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, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Knowledge on the Navajo Nation Financial processes.

Some knowledge in Navajo Nation Financial Management Information System but is not required.

License/Certification Requirements:

Valid state driver's license and must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of employment, **preferred**.

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