

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

REQUISITION NO:	<b>DOT10713776</b>	DATE POSTED:	05/10/17
POSITION NO:	242289	CLOSING DATE:	OUF
POSITION TITLE:	Accounts Maintenance Specialist		
DEPARTMENT NAME / WORKSITE:	Navajo DOT-Department of Roads-Tse Bonito, NM		
WORK DAYS:	MONDAY-FRIDAY	REGULAR FULL TIME:	<input checked="" type="checkbox"/> <span style="margin-left: 100px;">GRADE/STEP:</span> <span style="border-bottom: 1px solid black;">AB58A</span>
WORK HOURS:	8:00 AM TO 5:00 PM	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <span style="margin-left: 20px;">24,128.00</span> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <span style="margin-left: 20px;">11.60</span> PER HOUR
		TEMPORARY:	<input type="checkbox"/> _____

**DUTIES AND RESPONSIBILITIES:**

Addresses and responds to all P-Card inquires from the Department of Roads staff and customers by conducting a research for each inquiry; Lead to implementing and monitoring P-Card for staffs, etc.. Lead in monitoring financial procurement activities in travel, purchasing, payments, etc. in using required forms, policies; reviewing program expenditures or expenses utilizing Navajo Nation FMIS. Maintain a ledger of expenditures or expense for program business unit. Position will be responsible for the preparation of Navajo Nation budgetary forms, modifications, summary of changes and budget revision requests for program business unit. Work closely with Lead, Department Manager, Supervisors in budgets operational cost to use or ensure adequate funding are available in designated budget line item in each fiscal year. Reconcile ledger against FMIS to ensure an accurate balance are available for budget line item expenses, reports, etc. Prepare journal vouchers for discrepancies in posted financial transactions. Submit required justification documentation to immediate supervisor for review and approval of all financial procurement processes. Compose memoranda's, letters and reports regarding financial transactions for review and approval. Maintain an administrative/financial filing system. This will include identifying, classifying, prioritizing, storing, securing, archiving, preserving, retrieving, tracking of financial record. Assist Department Administrators with annual audit by retrieving and providing requested document and/or information to auditors that pertain to any financial transaction. Work directly with Department of Roads staffs meet its mission in road maintenance.

**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 three (3) years of increasingly responsible bookkeeping and/or accounting and (2) two 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.
- A favorable background investigation is required.

***(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:**

Skill in preparing and maintain accurate records, reports and files. Must demonstrate time management for assigned tasks, ability to meet assigned deadlines, and ability to achieve/maintain communicated productivity levels. Skill in understanding and following oral and written directions, must demonstrate exceptional ability for attention to detail, strong written and verbal communication skills for reporting status on assigned tasks and issues. Ability to work independently and under pressure. Knowledge of public relations/customers services; must be ambitious, a self starter, enthusiastic and respectful.

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