

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR05815546</u>	DATE POSTED:	<u>05/31/18</u>
POSITION NO:	<u>243254</u>	CLOSING DATE:	<u>06/13/18</u>
POSITION TITLE:	<u>Accounting Clerk (2 Positions)</u>		
DEPARTMENT NAME / WORKSITE:	<u>DNR/Parks and Recreation Department/Monument Valley, AZ</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>A156A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>20,800.00</u> PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>10.00</u> PER HOUR
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Will enter all revenue generated for entrance fee, camping/hiking permits, filming and special use permits into General Ledger; prepare and enter all financial documents for supplies, materials and projects into ledger; reconcile weekly, monthly, and quarterly against the NPRD central accounting general ledger and Navajo Nation Financial Management Information System; provide financial reports on revenue and expenditure weekly and quarterly; Obtain quotes for daily operation expenses, such as supplies, materials and equipment's; verify all revenue collection, transactions are accounted for by checking daily cash receipts against shift reports, receipts tapes and voided transactions; Follow up with NPRD Accounting Section and Navajo Nation Financial Services for all financial documents submitted for payments; Assist with daily deposit of funds received in the form of cash and money order/cashier check.

Record all incoming and outgoing financial documents, mail, and calls; issue camping/hiking permits, collect funds and log into daily cash receipt reports; disseminate information to the visitors, answering questions and providing information pertaining to all tribal parks;

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of financial records and date entry experience.

Special Requirements:

- Possess a valid state driver's license.

(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:

Knowledge of Navajo Nation Procurement process and procedures; basic mathematical calculations; general office practices and procedures; computer accounting hardware, software and peripherals; approved vendor accounts; customer service and public relations practices; basic accounting methods and procedures. Skill in accurately maintaining and updating database files and records; accurately and timely processing of financial documents, invoices and contracts; completing data entry verifying balance retrievals; maintaining, tracking and receipting inventory, debits and credits; utilizing public relations techniques when responding to requests, inquires, and complaints; establishing and maintaining effective working relationships

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