

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR05223959</u>	DATE POSTED:	<u>06/07/22</u>
POSITION NO:	<u>240198</u>	CLOSING DATE:	<u>07/07/2022 by 5pm</u>
POSITION TITLE:	Accounts Maintenance Specialist		
DEPARTMENT NAME / WORKSITE:	<u>Water Resources - TCOB/Water Code - Ft. Defiance, AZ</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>BQ58A</u>
WORK HOURS:	<u>8:00 am-5:00 pm</u>	PART TIME:	<input checked="" type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>27,519.84</u> PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>13.18</u> PER HOUR
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs clerical and accounting duties requiring a working knowledge of accounting functions with accuracy and attention to detail. Prepares and assist with budget proposals, monitoring, data input, post debits/credits to proper accounts, sort documents, prepare summary statements, balances and reconciles accounts records with tribal accounting system (FMIS). Procurement of supplies, invoicing and other related issues. Prepares monthly reports of all expenditure reports. Facilitates communication with vendors and others to resolve account related discrepancies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School Diploma or GED; supplemented by college level course in book/keeping and/or accounting; and two (2) 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. Obtain Certificate in the tribal FMIS within 90 days of hire.

(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 and skills in preparing a variety of computer software, word processing, database and spread sheet applications. Skills in preparing/maintaining accurate records/reports and file; understanding and following oral/written directions.

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