

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

REQUISITION NO: OOC02824058

DATE POSTED: 06/15/22

POSITION NO: 207585

CLOSING DATE: 06/28/2022 by 5pm

POSITION TITLE: Accounts Payable Specialist

DEPARTMENT NAME / WORKSITE: Office of the Controller / Accounts Payable Section / Window Rock, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: BQ60A

WORK HOURS: 8 AM - 5 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 32,635.44 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \$ 15.63 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs skilled accounting work of moderate difficulty in providing first line performance of Accounts Payable work, while being timely and accurate.

Plans, assigns, analyzes, processes and remits payment for all vendor payables, employee reimbursements, coordinates the Accounts Payable activities with the Accounting Manager.

Works cohesively as a team member and work autonomously with little direction, but will provide guidance to the Accounts Maintenance Specialists within the Accounts Payable section and others.

Reviews, posts and codes payment and processing of accounting documents; ensures accurate entry of transactions to Financial Management Information System (FMIS) accounting system.

Reviews vendor invoices for proper authorizations and 3 way matching to Navajo Nation program purchase orders whilst working closely with the Purchasing Agent to resolve any purchasing and invoicing discrepancies.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

Minimum Qualifications:

• A High School diploma/GED, supplemented by college level courses in bookkeeping and/or accounting; and four (4) years of increasingly responsible bookkeeping and/or accounting experience; or an equivalent combination of education and experience.

Special Requirements:

- FMIS Certification
- Possess a valid driver's license.
- A favorable background investigation.

*(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 general governmental accounting and financial administration principles and practices including automated accounting systems.

Knowledge of Navajo Nation, Federal, and State laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, grants, and accounting.

Thorough knowledge of accounts payable and purchase orders

Skill in establishing cooperative work relationships with those contacted in the course of work.

Skill in reviewing and analyzing a variety of accounting records and reports necessary to document the receipt, allocation and distribution of funds in a government setting.

Skill in time management

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