THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: 00C02824061 DATE POSTED: 06/15/22

POSITION NO: 228116 CLOSING DATE: 07/12/2022 by 5pm

POSITION TITLE: Accounts Maintenance Specialist (Accounts Payable/Purchase Card)

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

WORK DAYS: Monday-Friday

WORK HOURS: 8 AM - 5 PM

SENSITIVE ☑

NON-SENSITIVE ☐

REGULAR FULL TIME: ☑

PART TIME: ☐ NO. OF HRS./WK.:

SEASONAL: ☐

TEMPORARY: ☐ DURATION :

GRADE/STEP: BQ59A

$ 30,004.56 PER ANNUM

$ 14.37 PER HOUR

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs accounting and data input duties requiring a working knowledge of assigned accounting functions within the Office of the Controller Accounts Payable or Purchase Card sections.

Enters and posts debits/credits to proper accounts in the Financial Management Information System (FMIS). Enters data into the Wells Fargo Commercial Electronic Office (CEO) portal. Maintain cardholder files for purchase cards under General and External funds.

Reviews and audits Commercial Card Expense Reporting (CCER) packets to ensure compliance with applicable policies and procedures. Coordinates Accounts Payable activities with the Accounting Manager, makes necessary corrections, reviews and codes payment processing of accounting documents, performs verification and reconciliation activities for assigned accounts of a complex nature. Address daily email and phone inquiries and/or questions to assist customers.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School diploma/GED, supplemented by college level courses in bookkeeping and/or accounting; and three (3) years of increasingly responsible bookkeeping and/or accounting experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- 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 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.

Skill in understanding and following oral and written directions.

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

Ability to demonstrate tenacity and due diligence in following up on outstanding issues to ensure customer satisfaction.

Skill in operating and developing computer databases and spreadsheet files.

Financial Management Information System (FMIS) Certification

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