

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

REQUISITION NO: 00C02824062 DATE POSTED: 06/15/22  
POSITION NO: 221179 CLOSING DATE: 07/12/22  
POSITION TITLE: Accounts Maintenance Specialist

DEPARTMENT NAME / WORKSITE: Office of the Controller / Accounts Payable Section / Window Rock, Arizona  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: BQ58A  
WORK HOURS: 8 AM - 5 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 27,519.84 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 13.18 PER HOUR  
NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs clerical accounting and bookkeeping duties requiring a working knowledge of assigned accounting functions within the Office of the Controller Accounts Payable or Purchase Card sections.  
Reviews financial documents to ensure compliance with Navajo Nation Travel Policy and/or Federal Travel Regulations; enter financial payments into the Financial Management Information System (FMIS).  
Receive various financial documents including request for Direct Payments, Purchase Order invoices, Contract (Receiving Record) invoices, travel reimbursement claims, travel advances, General Claim forms  
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.  
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.

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

**Minimum Qualifications:**

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.

**<<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.  
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.**