DUTIES AND RESPONSIBILITIES:
Verify and reconcile billing statements and prepares vendors payments for processing; checks for completeness and compliance with tribal and external regulation. Resolve discrepancies with vendor statements and missed payments. Consult with Senior Accountant for guidance as needed on complex issues. Compile numerical and statistical information for report or simple financial statement; generates a variety of reports for monthly, quarterly and annual reporting to funding agencies and department reporting. Contact applicable Navajo Nations offices, such as the Navajo Division of Finance/NNOOC Sections: General & Contract Accounting, Accounts Payable/Receivables, Purchasing/Contract Administration, and Cashiers for procurement and fund administration related issues. Process financial documents for the liquidation period of each grant, will keep track of liquidation balances for any existing Open Blanket Orders. Create and maintain a filing system for each grant year.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
● A high school diploma/GED; supplemented by college level courses in bookkeeping 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.
● 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 basic business math
Knowledge of bookkeeping practices and principles
Skill in utilizing computer databases to research, maintain, and update records and files