THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DGS01919818	DATE POSTED:	06/25/20
POSITION NO:	202396	CLOSING DATE:	OUF
POSITION TITLE:	**Accounts Maintenance Specialist**		
DEPARTMENT NAME / WORKSITE:	Facilities Maintenance Department - Fort Defiance, Arizona		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	BC58A
WORK HOURS:	8:00am - 5:00pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 25,854.40	PER ANNUM
SENSITIVE	☑	SEASONAL:	☐	DURATION :	$ 12.43	PER HOUR
NON-SENSITIVE	☐	TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Performs accounting duties of moderate difficulty with the Navajo Nation Facilities Maintenance Department (FMD). Performs a full range of the accounting duties and assures routine tasks are completed and submitted to various departments under the Office of the Controller. Classifies accounting transactions; maintains and reconciles accounts. Prepares, reviews and processes financial documents, verifies and maintains accounting records involving multiple accounts; reconciles subsidiary ledgers with general ledgers and makes any necessary adjustments. Reviews and reconciles records against the Financial Management Information Systems (FMIS) of the Navajo Nation. Reviews records to identify the source of discrepancies and reports immediately to the Fiscal Manager to bring account into balance. Compiles financial reports comprised of financial data, account balances and expenditures, balance sheets, financial statements.
Receives and reviews purchase requisitions/orders, requests for payment, invoices, budget transfers/modifications, travel authorizations and other documents filed against obligated funds. Answers questions/inquires regarding check stubs, department records, checks, invoices, requisitions and other financial documents/information. Prepares financial documents for authorization. Reviews for the accuracy, completeness and compliance with Navajo Nation, state and federal laws and regulations. The Account Maintenance Specialist
will work with the Department Manager III and FMD personnel. Encodes and obtains necessary approvals for processing; sort documents; reconciles accounting records with tribal accounting system, and makes necessary corrections. Reviews reports to identify and trace sources of error and makes necessary corrections; perform research to locate
accounting input errors. Performs verification and reconciliation activities for assigned accounts of a complex nature; maintains a variety
of records pertinent to accounting process or procedures, such as records Purchase card reconciliation, Personnel Policies, Procurement Policies, Travel Polices, Fleet Management Policies.

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 accounting principles, practices and procedures. Knowledge of business practices relating to the maintenance of accounts and financial records. Knowledge of computerized accounting systems and applications, including general software applications. Skill in preparing details and complex numerical computations and reports. Kill in developing and monitoring complex multi-fund and source budget using automated spreadsheet and work processing systems. Skill in analyzing financial systems. procedures and controls. Skill in communicating complex technical concepts, both orally and written. Skill in processing accounting and budget compliance, such as journal vouchers, budget transfers. Skill in establishing and maintaining effective working relationships. Must be certified in the Financial Management Information System (FMIS), Procurement-PCard Reconciliation.

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