THE NAVAJO NATION
Department of Personnel Management

JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD13518127
POSITION NO: 236074
POSITION TITLE: Accounts Maintenance Specialist

DEPARTMENT NAME / WORKSITE: NNDCD-Administrative Services Center / Iyanbito, NM

WORK DAYS: Monday-Friday
WORK HOURS: 8am - 5pm
REGULAR FULL TIME: ☑

GRADE/STEP: AR58A

NO. OF HRS./WK.: $ 25,355.20 PER ANNUM

DURATION :

SENSITIVE ☑
SEASONAL: ☐
TEMPORARY: ☐

REPUBLIC OF THE NAVAJO NATION

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.

(DO 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.
Knowledge of public relations/customer service principles, practices and techniques.
Skill in preparing and maintaining accurate records, reports, and files.
Skill in understanding and following oral and written directions.
Skill in utilizing computer databases to research, maintain, and update records and files.
Skill in establishing cooperative work relationships with those contacted in the course of work.

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