THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0282096** Date Posted: **07/06/10**
POSITION NO: **221177** Closing Date: **07/19/10**
CLASS CODE: **1360**
POSITION TITLE: **ACCOUNTING CLERK**
DEPARTMENT NAME: **Office of the Controller - Purchasing Department**
DEPARTMENT NO: **28** WORKSITE LOCATION: **Window Rock, AZ**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **N56A**
Days: **Monday-Friday** Permanent: ☑ SALARY:
Hours **8 am - 5 pm** Temporary: ☐ Duration: _____ $ **18,470.40** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **8.88** Per Hour

DUTIES AND RESPONSIBILITIES:
Receives, date, stamps, and log in incoming mail; sorts and distributes to appropriate department/individual; provides assistance to visitors and departments; answer calls and routes to appropriate individuals; provide updated balances or status of accounts for departments; obtains signatures on important or rush orders; tracks down missing or misdirected payments; assists with filing, updating reports, typing reports and xeroxing. Receives and enters financial documents into excel/word applications. Assist Navajo Nation Programs with locating and providing customer service for SAS's, receiving records, invoice payments, and sub-contracts information. Assist other senior personnel with reseaching, creating sub-contract folders for each fiscal year, locate financial information for auditors as needed. Prepare for annual close-out for NN Purchasing Department. Types reports when needed, and other technical accounting responsibilities.

QUALIFICATION REQUIREMENTS:
Education and Training:
A high school diploma or GED; and

Experience:
(1) year of financial records and data entry experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.
(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:
Knowledge of Navajo Nation Procurement Regulations and Procedures; knowledge of bidding process, basic mathematical calculations, general office practices and procedures, knowledge of Navajo Nation requirements for general funds and external funds.Work requires lifting of boxes and records weighing up to 30 lbs, frequent data entry and filing of hard copy

License/Certification Requirements:
PREFERRED: Must be certified under the Oracle JD Edwards (FMIS) Procurement module. Would be required for Procurement training and pass all applicable tests.

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***