THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0397989** | Date Posted: **07/15/13**

POSITION NO: **241080** | Closing Date: **07/26/13**

CLASS CODE: **3432**

POSITION TITLE: **COLLECTION OFFICER**

DEPARTMENT NAME: **DSS/Navajo Nation Program for Self Reliance**

DEPARTMENT NO: **39** | WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:
Days: **Monday - Friday**
Hours: **8:00 AM - 5:00 PM**

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: **40**

GRADE: **R60A**

SALARY:
$ **26,956.80** Per Annum
$ **12.96** Per Hour

DUTIES AND RESPONSIBILITIES:

Monitors, maintains, and tracks all collection or payment referrals received from the Navajo Nation Program for Self Reliance (NNPSR) staff. Sets up Improper Payments in the Tribal Assistance System (TAS); compiles and prepares the necessary documents for improper payment pay outs. All collections or payments made will be reconciled on a monthly basis to NNPSR's general ledger, the Navajo Nation's Financial Management Information System (FMIS), and the TAS system. Prepares journal voucher entries for any accounting discrepancies. Works closely with NNPSR customers and staff and the Division of Finance staff on all collections or payments. Provides a monthly summary report on all collections, payments, and outstanding amounts. Monitors and ensures compliance with all Federal, State, and Tribal laws, regulations, and policy and procedures. Maintains an updated filing system for the collection and payment of TANF funds. Develops and implements internal policy and procedures for collection and improper payment payout of TANF funds. Prepares and conducts presentations and/or trainings on the collection and pay out policy and procedures. Makes recommendations for any write-off amounts. Provides technical assistance to the NNPSR customer and staff. Scans and archives documents pertaining to the collections and pay outs. Cross trains in other areas of the NNPSR Finance/Recovery Section. Prepares and submits quarterly reports and annual action plan. Attends meetings, trainings,and workshops pertaining to collection and other trainings as deemed necessary. Performs other duties as assigned by the Principal Accountant, Department Manager III, and the Assistant Department Manager.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED.

Experience:

Three (3) years of responsible experience in debt collection; or an equivalent combination of education, training, and experience which provides the capabilities to perform the duties.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

KNOWLEDGE OF: bookkeeping and accounting policies, procedures, and terminology; applicable rules, regulations, policies, and procedures; standard office practices, procedures, and equipment; automated accounting/word processing/spreadsheet systems and database maintenance; basic math and arithmetic function.

SKILL IN: establishing and maintaining effective working relationships with others and communicating effectively; maintaining detailed and accurate records and prepare financial reports; processing accounting documents and payments accurately; performing arithmetic calculations with speed and accuracy; using standard office machines and automated information systems.

License/Certification Requirements:

This position requires a background check and suitability assessment prior to employment. Must possess a valid state driver's license and, within 90 days of employment, obtain a Navajo Nation Vehicle Operator's Permit. Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS)

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