THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0397991**	Date Posted:	**07/15/13**
POSITION NO:	242560	Closing Date:	**07/26/13**
CLASS CODE:	1524		
POSITION TITLE:	ACCOUNTS MAINTENANCE SPECIALIST		
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: R58A
SALARY:
$ 22,735.40 Per Annum
$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Addresses and responds to all Pay Card inquiries from the Navajo Nation Program for Self Reliance (NNPSR) staff and customers by conducting a research for each inquiry. Requests for the Affidavit for Lost, Stolen, or Destroyed Check form from all customers inquiring about a missing payment. Utilizes all available resources to conduct the necessary research for payment inquiries such as the Tribal Assistance System (TAS), Caseworker Advisory (CWA), Navajo Nation Financial Management Information System (FMIS), and Wells Fargo Card Wiz. Works with the Wells Fargo Bank representative and the Navajo Nation Division of Finance Cashier Section on Pay Card inquiries that cannot be resolved by NNPSR. Maintains a log with supporting documentation for all Pay Card Inquiries for reference and audit purposes. Orders Pay Cards for NNPSR customers by generating a Crystal Report from TAS utilizing the Wells Fargo Card Wiz. Maintains a tracking system on the Direct Deposit Account Number (DDA#) for all Pay Cards ordered. Adds new Pay Card information in TAS for customers who have activated their Pay Card. Ensures customer information, such as address, is correct in TAS and Affidavit for Lost, Stolen, or Destroyed Check form is on file prior to reissuing customer benefit payment. Checks Pay Card status utilizing the Wells Fargo Wiz and update TAS with the accurate information. Monitors and updates the TAS Pay Card Screen. Provides Pay Card training to NNPSR staff.

Reviews financial documents to ensure calculations are accurate and in accordance with invoice and all supporting documentation is attached. Assists Accountants with preparation of financial documents (Purchase Requisition, Receiving Record, Request for Direct Payment, Travel Authorization, Stationary Supply Order, Interdepartmental Charge Requisition, etc.) for payment or procurement of goods and services. Makes necessary correction/adjustment on financial documents. Assists Accountants with reconciliation of expenses at the year-end including, but not limited to NNPSR current fiscal year expenses, customer incentive expenses (diversion, support services), and the reserve account expenses. Assists Accountants with financial recordkeeping and maintenance of all financial transactions. Contacts vendors for quotes and/or invoices for the procurement of good and/or services. Picks up checks from Division of Finance, Cashiers Section, and logs in prior to disbursing to authorized NNPSR personnel. Utilizes NN FMIS to inquire, research, print reports, and export data on all NNPSR accounts. Assists Accountants with annual audit by retrieving and providing requested document and/or information to auditors that pertain to any financial transaction. Assists with NNPSR Finance presentations and trainings to NNPSR staff. Attends meetings on behalf of NNPSR Finance/Recovery Section. Other duties as assigned by the Principal Accountant, Department Manager III, or Assistant Department Manager.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting.

Experience:

Three (3) years of increasingly responsible bookkeeping or clerical accounting 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, certification, or licensure, transcript copies of degrees, certificates, and other appropriate documents must be submitted along with the***

Special Knowledge, Skills and Abilities:

KNOWLEDGE OF: basic business math, bookkeeping practices and principles, and public relations/customer service principles, practices,
SKILL IN: preparing and maintaining accurate records, reports, and files; understanding and following oral and written directions; utilizing computer databases to research, maintain, and update records and files; establishing cooperative work relationships with those contacted

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