

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR0373872

Date Posted: 07/18/11

POSITION NO: 242176

Closing Date: 07/29/11

CLASS CODE: 1524

POSITION TITL ACCOUNTS MAINTENANCE SPECIALIST

DEPARTMENT NAME: Department of Navajo Veterans Affairs-Eastern Navajo Agency

DEPARTMENT NO: 37 WORKSITE LOCATION: Crownpoint, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8am to 5pm

Temporary:

Duration: \_\_\_\_\_ \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.93 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under the immediate supervision of the Veterans Service Officer (VSO), the Accounts Maintenance Specialist provides the following duties and responsibilities such as: Set up account ledgers by object codes for ENA 31 Chapters' Veterans Trust Fund; set up folders for each Veterans Organizations for accountability and expenditure reports. Review and analyze all Veterans Trust Fund requests for completeness to comply with the policy and procedures and to provide information upon inquiries; sort approved requests and/or purchases orders and debit/credit; post to an automated spreadsheet to maintain a running balance for accountability; monitor and coordinate with vendors on all open commitments; obtain original invoices/receipts within 30 days to close purchase orders; upon receipt of RDP checks, make copies of checks; locate and attach RDP to verify the account and payment; contact clientele to pick up their purchases to close accounts; file RDPs with copy of checks to maintain records of all disbursements for accountability and for audit purposes; coordinate with vendors for payments for veteran clients. Monitor and make follow-up on clients' requests and identify any discrepancies and notify Sr. Office Specialist for corrections; work closely with Finance personnel in resolving errors or discrepancies; Utilize FMIS to trace and research for any mistakes and locate any accounting errors charging to wrong accounts. Provide a summary financial statement on Veterans Trust Fund expenditures for monthly, quarterly and end of the Fiscal Year financial reports in compliance with the policy and procedures. Provide technical assistance in obtaining general ledger and budget status reports upon request and maintain a filing system for consistency and in compliance with records management.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

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

**Experience:**

Three (3) years of increasingly responsible bookkeeping or clerical accounting experience; or 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 transcripts, certificated, diploma, etc.)**

*Preferred: College courses*

**Special Knowledge, Skills and Abilities:**

Considerable knowledge of basic bookkeeping practices and principles, customer services, practices and techniques. Knowledge and skills in preparing and maintaining accurate financial records, expenditure reports and files. Understanding the policy and procedures; utilizing operation of office equipment, ie, typewriter, facsimile, copiers, calculators, personal computers/lap tops, powerpoint and its software. Must have ability to interpret technical oral and written directions relative to accounting functions. Must be able to work with large volumes of documents. Ability of communicate in English and Navajo. Should have ability in utilizing computer databases to research, maintain, and update records and files with independent judgement in situations that required immediate attention.

**License/Certification Requirements:**

PREFERRED: Must possess a valid state Driver's License and Navajo Nation Tribal Operator's Permit.

**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*