

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05724398

DATE POSTED: 07/28/22

POSITION NO: 236637

CLOSING DATE: 08/18/2022 by 5pm

POSITION TITLE: Accounts Maintenance Specialist

DEPARTMENT NAME / WORKSITE: NDSS/Department of Child Care & Development, Accounting Section/Window Rock, AZ

WORK DAYS: Monday to Friday REGULAR FULL TIME: GRADE/STEP: BQ58A

WORK HOURS: 8 am to 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 27,519.84 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 13.18 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Accounts Maintenance Specialist (AMS) will report directly to the Senior Accountant. AMS, with attention to detail, will perform basic accounting and bookkeeping duties associated with the department's annual general funds, including external funds. AMS will verify and reconcile billing statements and prepares vendors payments for processing; checks for completeness and compliance with tribal and external regulation. Accounts Maintenance Specialist will independently resolve discrepancies with vendor statements and missed payments. AMS will consult with Senior Accountant for guidance as needed on complex issues. AMS will compile numerical and statistical information for report or simple financial statement; generates a variety of reports for monthly, quarterly and annual reporting to funding agencies and department reporting to NDSS - Executive Office; self-audits relatively complex numerical and statistical calculations. AMS will contact applicable Navajo Nations offices, such as the Navajo Division of Finance/NNOOC Sections: General & Contract Accounting, Accounts Payable/Receivables, Purchasing/Contract Administration, and Cashiers for procurement and fund administration related issues. Accounts Maintenance Specialist will address procurement purchases as needed, Upon certification of the Navajo Financial Management Information Systems (FMIS) 6B procurement/accounts payable, Accounts Maintenance Specialist will complete entries into FMIS for 6B procurement requisition and/or receiving invoices for the 3-Way match processing. AMS will also prepare a variety of financial documents, such as receiving records, order requisitions, request for direct payments, etc. AMS will process financial documents for the liquidation period of each grant, will keep track of liquidation balances for any existing Open Blanket Orders. AMS will create and maintain a filing system for each grant year. AMS will assist department Accountants verify child care center cash receipts for deposits into the department's general funds propriety accounts. As needed, AMS may assist the Property Control Clerk with property control records, including monthly, quarterly and annual inventory of assigned tribal vehicles and annual NN Risk Management Exposure Summary reports. Accounts Maintenance Specialist will attend work-related meetings, trainings and conferences.

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:

- A favorable background investigation.
- Possess a valid state driver's license and within 90 day's of hire, obtain a Navajo Nation Tribal Permit, complete the mandatory Navajo Sexual Harassment Course, First Aid/CPR/AED and fund mandated Safety and Health trainings.

(To 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. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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