THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DNR05810580	DATE POSTED:	08/03/15
POSITION NO:	243254	CLOSING DATE:	08/17/15
POSITION TITLE:	Accounting Clerk		
DEPARTMENT NAME / WORKSITE:	Parks & Recreation / Monument Valley Welcome Center / Monument Valley, AZ		

WORK DAYS:	Varies	REGULAR FULL TIME:	☑			GRADE/STEP:	AB56A
WORK HOURS:	Varies	PART TIME:	☐	NO. OF HRS./WK.:		$ 20,380.00	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 9.76	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Receives and enters financial documents into computer database for encumbrances; verifies totals for accuracy; checks balances and contract end dates; distributes to appropriate officefor futher processing; calculates totals for account balances and month end reports; prepares required reports; maintains financial records; ensures strict confidentiality of financial records; assists other staff with double checking balances on worksheets for account close out; closes out folders and prepares for storage. Receives, date stamps, and logs in incoming mail; sorts and distributes to appropriate department/individual; provides assistance to visitors and departments; answers calls and routes to appropriate individuals; maintains property number asignments for fixed assets; forwards required documents to property management; provides 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 making copies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of financial records and data entry experience.

Preferred Qualifications:

- Six (6) college credit hours in accounting; Proficient in Microsoft Office software or other computer applications; One (1) year of bookkeeping experience.

Special Requirements:

- Possess a valid state driver's license.

(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 Navajo Nation Procurement processes and procedures; basic mathmatical calculations; general office practices and procedures; computer accounting hardware, software and peripherals; approved vendor accounts; customer service and public relations practices; basic accounting methods and procedures. Skill in accurately maintaining and updating database files and records; accurately and timely processing purchase requisitions, invoices and contracts; completing data entry verifying balance retrievals; maintaining, tracking and receipting inventory, debits and credits;utilizing public relations techniques when responding to requests, inquires, and complaints; establishing and maintaining effective working relationships.

<<A favorable background investigation is required>>

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