

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

REQUISITION NO: OPV00412297

DATE POSTED: 08/08/16

POSITION NO: 241727

CLOSING DATE: 08/22/16

POSITION TITLE: Accounts Maintenance Specialist

DEPARTMENT NAME / WORKSITE: Navajo Gaming Regulatory Office, Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AB58A

WORK HOURS: 8:00am - 5:00pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 24,128.00 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 11.60 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Prepare various financial documents such as purchase requisitions, request for direct payment, receiving reports, SSO's and ICR's to ensure payments are made to vendors for invoices received, and coordinates with Accountant and Administrative Assistant on approved big purchase items. Prepares requests for quotes when needed. Prepares and verifies amounts and codes for various standard accounting entries, data input, or other forms; encodes and obtain necessary approvals for processing; sorts documents and posts debit/credits to proper accounts; balances and reconciles accounting records with tribal accounting system; makes necessary corrections. Maintains a variety of records pertinent to accounting processes or procedures, such as records of cash receipts, cash deposits, property control records, accounts payable or accounts receivable, reconciles any discrepancies. Establishes and maintains working relationships with Navajo Gaming Regulatory Office managers in verifying timesheets, holiday/overtime forms and back pays. Refers to the Navajo Nation Personnel Policies Manual and NGRO department policies as needed. Knowledgeable of the Navajo Gaming Regulatory Office Plan of Operation and purpose. Knowledgeable of the Navajo Nation's financial processes, procedures and policies as it relates directly to Accounts Maintenance Specialist position which includes: Navajo Nation Personnel Policies Manual; Budget Instructions and Policy Manual and internal budget processes; Navajo Nation Employee Travel Policy and Procedures Handbook; Navajo Nation Procurement Rules and Regulations; Processes and Procedures of Payroll and Purchase Cards. Knowledgeable of the NGRO Fund Management Plan and special revenue. Knowledge and skill in working with the Navajo Nation online financial system - FMIS/JD Edwards.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting/ and three (3) years of increasingly responsible bookkeeping or clerical accounting experience.

**Special Requirements:**

- Must possess a valid state drivers license and the ability to obtain a Navajo Operator's permit within 90 days of hire.
- Must possess or be able to obtain a gaming license/certification from the State of Arizona and New Mexico and the Navajo Gaming Regulatory Office.

***(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 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 written and oral directives. 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.

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