

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05212370 DATE POSTED: 08/16/16
POSITION NO: 947059 CLOSING DATE: OUF
POSITION TITLE: Accounts Maintenance Specialist

DEPARTMENT NAME / WORKSITE: DNR/Department of Water Resources/Fort Defiance, Az
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AB58A
WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 24,128.00 PER ANNUM
SEASONAL: DURATION : _____ \$ 11.60 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under general supervision, prepares and assist with budget proposals, moitoring, data input, post debits/credits to proper accounts, sorts documents, prepare summary statements, balances and reconciles accounting records with tribal accounting system. Procurement of supplies, invoicingg and other related issues. Prepares monthly reports of all expenditure reports. Develop and maintain records of employees. Oversees department Drug and Alcohol testing for the program. Assist and maintain inventory of office supplies and equipment per Federal Funded requirements. (other duties as assigned).

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:

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 and Skill in preparing a variety of computer software, word processing, database and spread sheet applications. Knowledge of applicable policies, procedures and practices related to work assignment. Obtain Navajo Nation Vehicle Operator' Permit within 90 days of date of hire.

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