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

| | | | |
|---|---|---|---|
| REQUISITION NO: | DSS04512392 | DATE POSTED: | 08/24/16 |
| POSITION NO: | 240893 | CLOSING DATE: | OUF |
| POSITION TITLE: | Accounts Maintenance Specialist | | |
| DEPARTMENT NAME / WORKSITE: | Navajo Treatment Center for Children and Their Families (NTCCF) / Window Rock, AZ | | |
| WORK DAYS: | Monday - Friday | REGULAR FULL TIME: ☑ | GRADE/STEP: AB58A |
| WORK HOURS: | 8:00 am to 5:00 pm | PART TIME: ☐ NO. OF HRS./WK.: | $ 11.60 PER ANNUM |
| | | SEASONAL: ☐ DURATION : | $ 24,128.00 PER HOUR |
| | | TEMPORARY: ☐ | |

**DUTIES AND RESPONSIBILITIES:**

Position will be responsible for the preparation of Navajo Nation budgetary forms, modifications, summary of changes and budget revision requests for all program business units. Responsible for the budgetary report justifications. Budget personnel and operational costs to ensure adequate funding for the fiscal year. Maintain a ledger of expenditures for all program accounts. This will entail the input of all program budgets, data entry of all financial and travel expenses, reference check payments to vendors/staff, change and balance expenditures in the FMIS to ensure vendor/staff payments, reconcile ledger against FMIS to ensure an accurate balance. Prepares journal vouchers for discrepancies in posted financial transactions. Preparation of required Quarterly Financial Report (QFR) forms for all program accounts. This will require access to FMIS and to download "Job Status Inquiry" for each account. Compile account balances to QFR forms for each account. Submit to immediate supervisor for review and approval. Attend scheduled QFR meeting with Program Manager and Division of Social Services. Review of all financial documentations for processing to ensure funding availability. Responsible to review, provide and account number and initial availability of funds in the business unit for purchase/payment. Compose memoranda's, letters and reports regarding financial transactions for review and approval. Justification for the expenditure of funds, corrective action on administrative/financial reviews and financial requests to other entities. Preparation of the "Underwriting Exposure Summary" for program. Micro Information Process (MIP): Maintain required Accounting software by inputting internal accounting and financial activities. This will entail input of program budgets, encumbrances, purchases, travel, operational costs, payroll and contract - open commitments. Responsible to reconcile with program ledgers to ensure accurate balancing. Prepare accounting reports for print and review. Maintain an administrative/financial filing system. This will include identifying, classifying, prioritizing, storing, securing, archiving, preserving, retrieving, tracking and destroying of records. All files are to be handled with sensitivity.

**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 (03) years of increasingly responsible bookkeeping or clerical accounting experience.

**Special Requirements:**

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- Favorable background investigation is required.

***(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, 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.

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