

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

REQUISITION NO:	<u>DNR05210674</u>	DATE POSTED:	<u>08/24/15</u>		
POSITION NO:	<u>947059</u>	CLOSING DATE:	<u>09/04/15</u>		
POSITION TITLE:	<u>Accounts Maintenance Specialist</u>				
DEPARTMENT NAME / WORKSITE:	<u>Department of Water Resources/Fort Defiance, Arizona</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB58A</u>
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>24,128.00</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>11.60</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Under general supervision prepare and assist with budgets proposals, monitoring, 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, invoicing and other related issues. prepare 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 Federally Funded requirements. (And 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.

**Preferred Qualifications:**

- An Associate's degree in Business Administration or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- Experience in the preparation of financial documents.

**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:**

Basic knowledge of accounting/bookkeeping practices and principles, skill in understanding and following oral and written directions: utilizing computer databases to research, maintain and update records and files.

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