THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0288098** Date Posted: **08/26/13**

POSITION NO: **228116** Closing Date: **09/09/13**

CLASS CODE: **1524**

POSITION TITLE: **ACCOUNTS MAINTENANCE SPECIALIST**

DEPARTMENT NAME: **Office of the Controller / ACCOUNTS PAYABLE SECTION**

DEPARTMENT NO: **28** WORKSITE LOCATION: **Window Rock, Az**

WORKS DAYS/HOURS:
Days: **Monday - Friday**
Hours: **8:00AM - 5:00PM**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R58A**

SALARY:
$ **22,734.40** Per Annum
$ **10.93** Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs clerical and accounting duties requiring a working knowledge of accounting functions, accuracy and attention to detail; incumbents work within established procedures entering data to records of original entry, preparing summary statements, and checking forms for completeness and accuracy. Performs a variety of Accounts Payable large volume data entry using the governmental accounting methods within the Financial Management Information System (FMIS) Oracle JD Edwards Enterprise One web version application. The function entails working with the Address Book with Supplier Master, Create Payment and the ability to vouch vendor by fiscal year for General Funds, Fiduciary Funds, Proprietary Funds, Enterprise Funds, Capital and Non-Capital Funds.

Reviews reports to identify and trace sources of error and makes necessary corrections; performs research to locate accounting input errors; performs verification and reconciliation activities for assigned accounts of a complex nature; maintains a variety of records pertinent to accounting processes or procedures, such as records of accounts payable.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by college level courses in bookkeeping and/or accounting; and

PREFERRED: Degree in Accounting or related field with 24 or more classroom hours or training and three years of progressively responsible experience. Good knowledge of accounting principles and practice, and computer literacy is necessary.

Experience:

Three (3) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education, certification, or licensure, transcript copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Ability to apply skills to maintenance of large volume of standard accounting entries, data input, or other forms, encodes and obtain necessary approval for process, sort documents and post debits/credits to proper accounts; balance and reconcile accounting records with the FMIS accounting application through the Three-Tier process (1. Enter Vouchers 2. Review & Approve Vouchers 3. Post Vouchers to G/L). Ability to work independently and/or under pressure. Ability to organize work and set priorities.

Knowledge of basic business math, bookkeeping practices and principles, public relations/customer service principles, practices and techniques. Skills in preparing and maintaining accurate records and files; understanding and following oral and written direction, utilizing computer accounting software to input data, research, maintain and update records and files. Skills in establishing cooperative work relationships with those contacted in the course of work.

License/Certification Requirements:

PREFERRED: Must possess Valid Drivers License

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***