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

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| REQUISITION NO: | **DOH07212419** | DATE POSTED: | **08/29/16** |
| POSITION NO: | **243350** | CLOSING DATE: | **09/12/16** |
| POSITION TITLE: | **Accounts Maintenance Specialist** | | |
| DEPARTMENT NAME / WORKSITE: | **DOH/Department of Behavioral Health Services/Window Rock, AZ** | | |

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| WORK DAYS: | Monday-Friday | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB58A |
| WORK HOURS: | 8:00 am-5:00 pm | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 24,128.00 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 11.60 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Performs duties in conjunction with the Senior Accountant by providing daily financial activities for the department by preparing, verifying and processing various types of financial documents, related to accounts payable and third party reimbursements. Perform standard accounting entries into the department ledger, input data where needed and develop forms that best meets the needs of services site and central; sorts documents and record debits/credits to ledger; balances and reconciles accounting records with tribal accounting system; makes necessary Reviews reports to identify and trace sources of error and makes necessary corrections; performs research to locate accounting errors; performs verification and reconciliation activities for accounts of a complex nature; maintains a variety of records pertinent to accounting processes or procedures, such as records of receipts, deposits, property control records, accounts payable or accounts receivable.

Verifies billing statements and prepares for authorization; checks for completeness and compliance with tribal regulations; contacts various Nation personnel to resolve discrepancies or problems; answers inquiries regarding work being performed; compiles numerical and statistical information for report purposes or simple financial statements; generates a variety of reports from computer records; makes and checks relativity complex numerical and statistical calculations.

**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:**

- A favorable background investigation. ***(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)***
- 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 of basic business math; knowledge of bookkeeping practices and principles; knowledge of public relations/customer service principles, practices and techniques; knowledge of FMIS a plus.

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.

***<<A favorable background investigation is required>>***

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