

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

REQUISITION NO: DGS0252375

Date Posted: 08/30/10

POSITION NO: 241749

Closing Date: 09/13/10

CLASS CODE: 1525

POSITION TITLE: Accounting Technician

DEPARTMENT NAME: Division of General Services/Risk Management Program

DEPARTMENT NO 25 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N570A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8 hrs daily

Temporary:

Duration: \_\_\_\_\_ \$ 20,134.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 9.68 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Manages several different accounts for operating, self-insurance claims, and insurance premiums. Reviews and approves expenditure requests and verifies appropriate accounts are charged. Ensures expenditures comply with all established policies and procedures and generally accepted accounting standards. Maintains account ledgers for each account and monitors daily account activity. Prepares reports and statements of account activity and presents for review and approval. Maintains a daily running balance of all accounts and recommends/prepares budget transfers as needed. Maintains and reconciles daily financial activities for self-insured claims between the established FMIS system and the claims information management system and corrects any discrepancies between the two. Maintains daily log of all financial activity. Receives and processes all requests for insurance coverage, calculates and issues invoices for premium payments. Monitors premium payments and maintains a log of all coverage activities. Conducts analyses of the cost of risk for self-insured lines of business to assist Loss Control reduce self-insured losses leading to reduction of amount of commercial insurance purchased. Monitors the cost of risk.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

H.S. Diploma supplemented by college level courses in bookkeeping and/or accounting. **(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

**Experience:**

(2) two years increasingly bookkeeping and clerical accounting experience; or an equivalent combination of education, training and experience.

**Special Knowledge, Skills and Abilities:**

Applicant will be required to complete all phases of FMIS Certification, Tribal Operator's Permit

**License/Certification Requirements:**

**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*