

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

**Requisition No:** DOE7352353

**POSITION NO:** 945758

**CLASS CODE:** 1525

**Date Posted:** 08/30/10

**Closing Date:** 09/13/10

**POSITION TITLE:** Accounting Technician\*\*

**DEPARTMENT NAME:** Navajo Head Start

**DEPARTMENT NO:** 735 **WORKSITE LOCATION:** Fort Defiance, Arizona

**WORK DAYS/HOURS:** \_\_\_\_\_ **POSITION TYPE:** \_\_\_\_\_ **GRADE:** P570A

**Days:** Monday-Friday **Permanent:** X **SALARY:** \_\_\_\_\_

**Hours:** 40 Hours/Week **Temporary:** \_\_\_\_\_ **Duration:** \_\_\_\_\_ \$ \_\_\_\_\_ **Per Annum**

**Part-Time:** \_\_\_\_\_ **No. of Hrs./Work:** 40 \$ 9.98 **Per Hour**

**DUTIES AND RESPONSIBILITIES:**

Performs a variety of non-professional accounting duties that are relatively complex and demanding. Assures day to day tasks are carried out in accordance with accounting methods and practices. Prepares, reviews and processes financial documents; validates, controls and maintains accounting records involving multiple accounts; reconciles subsidiary ledgers with central general ledgers having a variety of transactions; closes accounts and prepares balance sheets and financial statements. Receives and reviews purchase requisition/orders, requests for payment invoices, budget transfer/modifications, travel authorizations and other documents filed against obligated funds; certifies payment to assure compliance with obligations; maintains and makes necessary adjustments to various records; sorts documents and post debits/credits to proper accounts. Verifies billing statement and prepares for authorization; checks for accuracy, completeness and compliance with tribal regulations; compiles numerical and statistical information for report purposes or financial statements. Contact various Nation personnel to resolve discrepancies or problems.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

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

**Experience:** Two (2) years progressive bookkeeping and clerical accounting experiences; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

*(To receive full credit for education/training, applicant must submit copies of transcripts, degree, diploma, certificates, permits, etc.)*

**License/Certification Requirements:**

Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit, a current Cardiopulmonary Resuscitation (CPR) Certificate, and a First Aid Certificate.

**Special Knowledge, Skills and Abilities:**

Knowledge of accounting, budget and financial transactions associated with tracking and recording budget transactions. Knowledge of public relations/customer service principles practices and techniques. Skill in preparing and maintaining accurate records and files. Skill in understanding and following oral and written directions. Skill in utilizing computer databases, spreadsheets, to conduct research.

**\*\*UNION POSITION**

**VETERANS' PREFERENCE APPLIES**

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