REQUISITION NO: DSS15324724  DATE POSTED: 08/30/22
POSITION NO: 922379  CLOSING DATE: 09/20/2022 by 5 pm
POSITION TITLE: Accounts Maintenance Specialist

DEPARTMENT NAME / WORKSITE: NDSS/Department of Family Services/Window Rock, AZ

WORK DAYS: Monday - Friday  REGULAR FULL TIME: ✓
WORK HOURS: 8 AM to 5 PM  PART TIME: ☐
SENSITIVE ✓ SEASONAL: ☐
NON-SENSITIVE ☐ TEMPORARY: ☐

GRAGE/STEP: BQ58A
NO. OF HRS./WK.: $27,519.84 PER ANNUM
DURATION: $13.18 PER HOUR

DUTIES AND RESPONSIBILITIES:
Monitor and ensure compliance with all federal, state, and tribal regulations. Ensure compliance and accountability of all Department of Family Services financial documents. Responsible for confidential and time sensitive material. Process all department invoices for payment. Ensure all invoices are accurate with all necessary information and calculations. Identify, research and analyze any expenditure discrepancies and work closely with all internal and external entities to resolve any discrepancies. Prepare all necessary financial documents for all invoices and ensure all financial documents are complete and accurate. For tracking purposes maintain, record and monitor ledgers for all invoices and payments. Work with accountants to ensure the availability of funds. Submit financial documents for payment processing. Maintain records of all documents pertaining to invoices, includes scanning of documents. Ensure payments are processed for all invoices, utilizing the Navajo Nation's Financial Management Information System (FMIS) to look up payments. Become certified in the FMIS and obtain a role in the 6B procurement process. Respond in a timely manner, to all correspondences or inquires regarding vendor payments. Work closely and maintain an effective communication with all internal and external entities. Attend meetings pertaining to assignments or as assigned. Performs other work-related assignments given by the Senior Programs & Projects Specialist (Accounting Supervisor), Senior Accountant and Department Manager III.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A high school diploma/GED, supplemented by college level courses in bookkeeping and/or accounting; and two (2) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education an experience.

Special Requirements:
• Possess a valid state driver’s license. Incumbent must obtain a Navajo Nation Vehicle Operator’s Permit within 90 days of date of hire.
• A favorable background investigation.

(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 the principles and practices of bookkeeping, modern office methods, practices and machines. Ability to maintain complex financial records and to prepare routine and special financial reports and statements, make arithmetical calculations rapidly and accurately. Skill in the operation of calculating machines and other standard office machines.

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