THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OOC06916166 DATE POSTED: 09/11/18
POSITION NO: 240193 CLOSING DATE: 09/24/18
POSITION TITLE: ACCOUNTING TECHNICIAN
DEPARTMENT NAME / WORKSITE: OOC/Credit Services Department/Window Rock, AZ
WORK DAYS: Mon-Fri REGULAR FULL TIME: ☑ GRADE/STEP: AI57A
WORK HOURS: 8:00 am - 5:00 on PART TIME: ☐ NO. OF HRS./WK.: 40 $ 22,692.80 PER ANNUM
SENSITIVE ☑ SEASONAL: ☐ DURATION : $ 10.91 PER HOUR
NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Assist the Accountant with daily posting of cash receipts for loan payments to individual customer's loan ledgers for loans made under the Personal and Home Loan Programs. Assist with the month-end closeouts and reconciliation for the Personal, Holiday and Home loan accounts to be submitted to General Accounting Section by the deadline date. Oversees and processes all Request for Direct Payment (RDP) on refunds for over payments on Personal, Holiday and Home loan accounts and other adjustments; and maintain files for such expenditures. Look up loan accounts in the Loan Ledger system and provide accurate loan balances, pay off amounts and other inquires a customer may have.
Prepare and submit K-Cards to Payroll Department to modify or cancel authorized payroll deductions per the status of loan accounts. Prepare and submit monthly and quarterly reports of work performance for the corresponding month or quarter ending. Assist with other duties as assigned.

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

Special Requirements:
- Possess a valid state driver's license.
- 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 accounting methods and practices to accurately conduct analysis and to validate transactions including the resolution of inconsistencies; Knowledge of accounting, budget and financial transactions associated with tracking and recording budget transactions; automated accounting practices to reconcile errors; basic business math; bookkeeping practices and principles; public relations/customer relations/communication/customer service principles, practices and techniques; skill in preparing and maintaining accurate records, reports and files, understanding and following oral and written directions, utilizing computer database to research, maintain and update records and files., establishing cooperative work relationship with those contacted in the course of work.

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