

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

|                             |   |                    |                                     |                  |                            |
|-----------------------------|---|--------------------|-------------------------------------|------------------|----------------------------|
| REQUISITION NO:             | <u>DCD13716259</u>  | DATE POSTED:       | <u>09/20/18</u>                     |                  |                            |
| POSITION NO:                | <u>230098</u>   | CLOSING DATE:      | <u>11/30/18</u>                     |                  |                            |
| POSITION TITLE:             | <u>Accounts Maintenance Specialist</u>                            |                    |                                     |                  |                            |
| DEPARTMENT NAME / WORKSITE: | <u>NNDCCD-Administrative Services Center / Coppermine Chapter</u> |                    |                                     |                  |                            |
| WORK DAYS:                  | <u>Monday-Friday</u>  | REGULAR FULL TIME: | <input checked="" type="checkbox"/> | GRADE/STEP:      | <u>AR58A</u>               |
| WORK HOURS:                 | <u>8am - 5pm</u>  | PART TIME:         | <input type="checkbox"/>            | NO. OF HRS./WK.: | <u>25,355.20</u> PER ANNUM |
| SENSITIVE                   | <input checked="" type="checkbox"/>                               | SEASONAL:          | <input type="checkbox"/>            | DURATION :       | <u>12.19</u> PER HOUR      |
| NON-SENSITIVE               | <input type="checkbox"/>  | TEMPORARY:         | <input type="checkbox"/>            |                  |                            |

**DUTIES AND RESPONSIBILITIES:**

Maintains positive public relations between chapter administration, officials, and community membership. Maintains accurate and updated official chapter financial documents. Operates and maintains Chapter accounting system. Maintains cash receipts, fund ledgers, financial reports, expenditure reports, payroll, and taxes, IRS state unemployment, worker compensation, sales tax, and Chapter insurance liabilities. Maintains official Chapter records as outlined in the FMS manual. Researches sources of error and makes necessary corrections. Maintains and generates reports with Chapter accounting system. Ensures that all cash disbursements have supporting documents and funds available. Verifies billing statements and prepares for authorization; checks for completeness and compliance with tribal regulation; 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 statement; generates a variety of reports from computer records; makes and checks relatively complex numerical and statistical calculations; processes specialized information, reports and forms into the financial accounting system.

**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 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 basic business math.  
Knowledge of bookkeeping practices and principles.  
Knowledge of public relations/customer service principles, practices and techniques.  
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.

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