

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

REQUISITION NO: DCD1348165

Date Posted: 09/23/13

POSITION NO: 230199

Closing Date: 10/04/13

CLASS CODE: 1530

POSITION TITLE: Chapter Accounting Technician

DEPARTMENT NAME: DCD/Local Governance Support Center

DEPARTMENT NO: 134 WORKSITE LOCATION: Chinle, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A

Days: Monday - Friday Permanent:  SALARY:

Hours: 40 Temporary:  Duration: \_\_\_\_\_ \$ 24,752.00 Per Annum

Part-Time:  No. of Hrs/Wk: \_\_\_\_\_ \$ 11.90 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision of Senior Accountant and Senior Program & Project Specialist. Provides administrative support and technical assistance to chapter staff in budget development, setting up ledgers, journals, recording financial transactions and accounting of their financial records and preparing financial expenditure reports; assists in the development and maintenance of internal controls for chapter financial management system; conducts on-site monitoring to ensure compliance with Five Management System policies and procedures; assists with the preparation of financial management training materials; provides training for chapter administrative staff and officials on various accounting forms and chart of accounts.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

High school diploma or GED; completion of a two-year vocational program in accounting or related field; and

**Experience:**

Two (2) years of responsible government/fund accounting experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be to demonstrate fluency in both Navajo and English language as a condition of employment.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)***

**Special Knowledge, Skills and Abilities:**

Knowledge of Navajo Nation rules, regulations, mandates, policies and procedures related to fund accounting and management; Ability to operate computer; ability to generate office practices and procedures; knowledge of Financial Management Information Systems (FMIS); skills in monitoring a variety of funding sources for compliance with regulations; skill in maintaining, tracking, receipting and reconciling governmental accounts; and ability to establish and maintain working relationships with Chapter officials, Council Delegates, LGSC staff and outside resources agencies.

**License/Certification Requirements:**

Valid state driver's license and Navajo Nation Vehicle Operator's Permit, ***preferred***.

**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**