

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: NTC05314401
POSITION NO: 268721
POSITION TITLE: _____

DATE POSTED: 09/25/17
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: NTC/Office of the Navajo Tax Commission/Karigan Office Complex, St. Michaels, Arizona
WORK DAYS: Mon thru Fri REGULAR FULL TIME: GRADE/STEP: AB63A
WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 37,065.60 PER ANNUM
SEASONAL: DURATION : _____ \$ 17.82 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Applies operational procedures and guidelines in administering compliance of the Navajo Nation tax statutes and regulations; conducts research to determine enforcement of the Navajo Nation tax statutes & regulations; obtains information from tribal, state and federal agencies, and ONTC auditors and accountants; contacts taxpayers in an effort to promote voluntary compliance, notification of non-compliance and of taxes due; verifies taxpayers returns; contacts accountants, attorneys and other taxpayer representatives to negotiate an agreement for non-compliance; conducts interviews and corresponds with taxpayers on delinquent or current tax accounts; assists delinquent taxpayers in complying voluntarily with tax laws; maintains daily work logs and other related documents; travel as required and occasionally works unusual hours; and performs other duties as assigned.

Minimum Qualifications:

- A Bachelor's degree in Accounting, Business Administration, or closely related field; and (1) year of responsible experience in a private, public or tribal taxation program or in an accounting or auditing program; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.

(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:

Skilled in Personal Computer hardware and software like Microsoft Office (Word, Excel & Access); skilled in 10-key Calculator; skilled in communicating effectively written and oral. Must possess excellent public relations skills.

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