THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS14912550**	DATE POSTED:	09/26/16
POSITION NO:	943702	CLOSING DATE:	10/07/16
POSITION TITLE:	Account Maintenance Specialist		
DEPARTMENT NAME / WORKSITE:	NDPS / Department of Corrections - Administration / Window Rock, Arizona		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB58
WORK HOURS:	8AM - 5PM	PART TIME:	☐	NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Perform duties involving preparation and verification amounts and codes for various standard accounting entries, data input or other forms and documents; encodes and obtains necessary approvals for processing; sorts documents and posts debits/credits to proper accounts; balances and reconciles accounting records with tribal accounting system; reviews reports to identify and trace sources of error and makes necessary corrections, performs research to locate accounting input errors; performs verification and reconciliation activities for assigned accounts of a complex nature; maintains variety of records pertinent to accounting processes or procedures, such as records of cash receipts, cash deposits, property control records, accounts payable or accounts receivable. Verifies billing statements, prepares authorization; checks for completeness and compliance with tribal regulations; 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 statements; 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 or GED, supplemental by college level courses in bookkeeping and/or accounting; and three (3) years of increasingly responsible bookkeeping or clerical accounting experience.

Special Requirements:

- Possess a Valid State Driver's License and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation is required. ***(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).***

(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, bookkeeping practices and principles, public relations/customer service principles, practices and techniques. Skill in preparing and maintaining accurate records, reports, and files, understanding and following oral and written directions. Skill in utilizing computer databases to research, maintain, and update records and files, 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.