

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

REQUISITION NO:	DSS04521914	DATE POSTED:	10/06/21
POSITION NO:	240893	CLOSING DATE:	10/26/2021 by 5pm
POSITION TITLE:	Accounts Maintenance Specialist		
DEPARTMENT NAME / WORKSITE:	Navajo Treatment Center for Children and Their Families (NTCCF)/Window Rock, AZ		
WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8:00 am to 5:00 p	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	
		DURATION :	
		GRADE/STEP:	BQ58A
		\$	27,519.84 PER ANNUM
		\$	13.18 PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Position will be responsible for the preparation of Navajo Nation budgetary forms, modifications, summary of changes and budget revision requests for all program business units. Responsible for the budgetary report justifications for all financial documentations. Position to budget personnel, operating and recurring costs for the fiscal year. Maintain a ledger of program expenditures for business units. This will entail the input of all program budgets, data entry of all financial and travel expenses, reference check payments to vendors/staff, change and balance expenditures in the FMIS to ensure vendor/staff payments, reconcile ledger against FMIS to ensure an accurate balance. Prepares journal vouchers for discrepancies in posted financial transactions. Preparation of Quarterly Financial Report (QFR) forms for all program business units and compile balances. Position will require FMIS certification to download "Job Status Inquiry" for each program business unit. Submit complete QFRs to immediate supervisor for review and approval. Attend budget and financial meetings with Program Manager and Division of Social Services. Review of all financial documentations for processing to ensure funding availability. Responsible to review, provide an account number and initial availability of funds in the business unit for purchase(s)/payment(s). Compose memoranda's, letters and reports regarding financial transactions for review and approval. Justification for the expenditure of funds, corrective action on administrative/financial reviews and financial requests to other entities. Preparation of the "Underwriting Exposure Summary" for program. Responsible to reconcile with program ledgers to ensure accurate balancing. Prepare accounting reports for print and review. Maintain an administrative/financial filing system. This will include identifying, classifying, prioritizing, storing, securing, archiving, preserving, retrieving, tracking and destroying of records. All files are to be handled with sensitivity. Maintain confidentiality and privacy act of all personal, administrative and financial documentations.

**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:**

- A favorable background investigation.
- 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:**

Obtain Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. FMIS Certification. Knowledge of basic business math, 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.**