

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DNRO5820199</u>	DATE POSTED: <u>10/20/20</u>	
POSITION NO: <u>244064</u>	CLOSING DATE: <u>11/16/20</u>	
POSITION TITLE: <u>Accounting Technician</u>		
DEPARTMENT NAME / WORKSITE: <u>DNR/Parks and Recreation Department/LeChee, AZ</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BC57A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>23,712.00</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>11.40</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs technical accounting duties, will work as support staff to the Park Manager or organization engaged in the control and maintenance of accounting records, will assist with overseeing the Park's budgets and other closely related financial management transaction, work performed required a broad practical knowledge of the accounting procedures; Prepares, reviews and processes financial documents; validates, controls, and maintains accounting transactions and accounting records involving the Park's budget accounts; will assist with reconciliation of subsidiary ledgers with central general ledgers having a variety of transactions; be able to research ledgers and make proper adjustments; reviews records to identify source of discrepancies and brings account into balances; Assist with verifying billing statements and prepared for authorizations; checks for accuracy, completeness and compliance with tribal regulations; complies numerical and statistical information for report purposes or financial statements; generates a variety of reports from computer records; makes and checks relatively complex numerical and statically calculations; process specialized information, reports and forms into the financial accounting system; contacts various Nation personnel and vendors to resolve discrepancies or problems. Asset with daily operation, such as answering phone and greeting visitors, respond to request for information from visitors and provide information regarding pertinent rules and regulation, policies and procedures related to the tribal parks.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting; and two (2) year increase responsible bookkeeping and 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 general cash and financial administration principles and practices to accurately conduct analysis and to validate transactions including the resolution of inconsistencies; knowledge of accounting, budget preparations, financial transactions with tracking and recording budget transactions; knowledge of automated accounting proactive to reconcile errors; knowledge of basic business math; bookkeeping proactive and principles; knowledge of public relations/customer service principles, practices and techniques; Skills in preparing and maintaining accurate records, reports and file systems; skill in understanding and following oral and written directions; in utilizing compute spreadsheet, MS Excel Software to research, maintain and update records and files; Skill in establishing cooperative work relationships with other Nation personnel, vendors and other contract personnel 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.