

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD1378242

Date Posted: 10/22/13

POSITION NO: 230100

Closing Date: 11/04/13

CLASS CODE: 1524

POSITION TITLE: Accounts Maintenance Specialist

DEPARTMENT NAME: Local Governance Support Center - WNA

DEPARTMENT NO: 137 WORKSITE LOCATION: Inscription House, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: Y58A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 23,420.80 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 11.26 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Community Services Coordinator, perform clerical and accounting duties requiring a working knowledge of accounting functions. Work within established procedures entering data to record original entry, preparing summary statements, and checking forms for completeness and accuracy; performs related work as assigned, and other daily duties relate to collection of cash, producing cash receipts, reconciling check registers, accounting for financial records, data entry, and filing reports. Intake daily cash, record and issue receipts, input cash receipts, prepare and reconcile the amount of daily cash register receipts to cash and submit for review and approval to supervisor, prepare cash for deposit. Is able to detect discrepancies, record and post deposited funds into appropriate ledgers. Assure that fund approval forms are prepared prior to payments to vendors. Prepare monthly bank reconciliation and payment process of IRS payroll taxes liabilities. Comply and implement the Five Management System policies and procedures. Be able to prepare the three basic financial statements in compliance to Governmental Accounting Standards Board (GASB).

Enter daily transactions using a fund accounting software, ability to perform daily entries with knowledge of debits and credits. Ensure third party tax liabilities are satisfied in compliance to Navajo Nation, State and Federal agencies. Responsible for the proper administration of the budget as approved. Determine funds available and prepare source documents for budget transactions. Ensures adjustments and transfers are properly approved and supplied with supporting documents. Provide clarification and interpretation of the chapter fiscal policies (i.e. travel policy, scholarship, financial assistance, etc.), and other pertinent laws regarding fiscal matters. Verify billing statement, prepare for payments to vendors, comply with all procurement laws. Maintain supplies and equipment, and conduct an annual inventory. Arrange meetings, conferences, appointments and interviews for chapter officials, delegates, and community members.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting; and three (3) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(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 basic business math, bookkeeping practices and principles; public relations/customer service principles, practices and techniques. Involves collaboration and coordination with other chapters and local community vendors, resources, programs and departments, so that community members will receive the chapter assistance. Collaboration and coordination with community services requires professional interaction, advocacy and understanding of the resources, policies, procedures and eligibility criteria. Skill preparing and maintaining accurate records, reports, and files; understanding and following oral and written direction, utilizing computer accounting software to input data, maintain and update records and files; establishing cooperative work relationships with those contacted in the course of work. Abilities to assess and resolve accounting functions of the chapter financial status. Prepare budgets & expenditure reports, collect money, prepare daily cash receipts journal and data entry and technical writing. Prefer bilingual (Navajo/English) languages and to interpret political relating to financial management.

License/Certification Requirements:

Valid State Driver's License, *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