

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: 00C02820232 DATE POSTED: 10/22/20
POSITION NO: 202592 CLOSING DATE: 11/19/20
POSITION TITLE: Accounting Technician (Cashiers) (2 Pos)
DEPARTMENT NAME / WORKSITE: 00C/Cashiers-Administration Building #1, Window Rock, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BC58A
WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 25,854.40 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 12.43 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs routine accounting, processing, receipt and disbursement of Navajo Nation funds according to Generally Accepted Accounting Principles; performs related work as assigned. **Communication skills:** Communicate has been a huge key within Cashiers' Section and co-workers have strived to improved. Share all important new information. Uses sound statistical methods to forecast with accuracy, need to produce tangible, positive impact in the work area. Need to work on encouraging administrative efficiency and effectiveness, prevent unproductive responses. Provide customer services to all NN employees, vendors, NN department/programs and the general public. **Receives, verifies and signature stamps all checks;** require 2 authorized signatures for daily checks above \$5,000.00 to be pulled; sorts checks according to FMIS handling codes, prepares for mailing and distribution; disburse checks including payroll, general funds, initial grants, general assistance, foster care; tracks misfiled checks. **Daily deposit recapitulation and maintains** record of all revenues by recording total deposit amount; print out Programs daily transaction records; verifies all cash/credit card counts; maintains record on recap sheets of grand total; verifies Business Unit numbers and correct errors; reconciles cash boxes against Cashiers Bank Journal Report; prepares deposit and batch, upon verification by higher level staff make bank deposit. **Verifies all cash and negotiable items** (read fine print-validation date) collected from departments/programs, record check number and dollar amount into FMIS AR module produce a receipt; respond to incoming calls and assist vendors, departments; provides clearance signature on Personnel Action Forms (PAF) for NN employees. **Works with Wells Fargo Commercial Electronic Office Portal** to record NN departments positive pay daily and weekly check/ACH for fraud risk management. **Perform other duties** as being delegated to co-workers of authority for cover daily operation. Perform other duties as assigned by the Accounting Manager and Controller. **Perform the duty of transporting** the daily deposits to Wells Fargo using the Navajo tribal vehicle as needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and three (3) years of bookkeeping or 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 Navajo Nation Procurement processes and procedures.
Knowledge of Generally Accepted Accounting Principles.
Knowledge of general office practices and procedures, customer service and public relations practices.
Knowledge of computer accounting hardware, software and peripherals.
Knowledge of approved vendor accounts.
Skill in accurately maintaining and updating database files/records.
Skill in accurately, timely processing purchase requisitions, invoices and contracts.
Skill in accurately, timely completing disbursements, deposits and reconciliation.
Skill in accurately maintaining, tracking, receipting inventory debits and credits.
Skill in utilizing public relations techniques when responding to request, inquiries or complaints.
Skill in the use of personal computers.
Skill in communicating effectively both orally and in writing.
Skill in operating calculator to run tapes on all checks.
Ability to perform mathematical calculations rapidly and accurately.
Ability to establish and maintain effective working relationships.

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