

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u> OOC02812727 </u>	DATE POSTED:	<u> 10/24/16 </u>		
POSITION NO:	<u> 212889 </u>	CLOSING DATE:	<u> 11/04/16 </u>		
POSITION TITLE:	<u> Accounts Maintenance Specialist </u>				
DEPARTMENT NAME / WORKSITE:	<u> Office of the Controller/Purchasing Section, Window Rock, AZ </u>				
WORK DAYS:	<u> Mon. - Fri. </u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u> AB58A </u>
WORK HOURS:	<u> 8am - 5pm. </u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u> 24,128.00 </u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u> 11.60 </u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Prepares and verifies amounts and codes for various standard accounting entries, data input, or other forms; 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; makes necessary corrections. Maintains accounting processes or procedures, setting up three way-matches for accounts payable. Verifies billing statements/invoices and prepares for authorization; checks for completeness and compliance with tribal regulations; contacts various Nation personnel to resolve, research discrepancies or problems; answers inquiries regarding work being performed; generates open commitment reports for various Navajo Nation programs.

Will assist the Buyers, Accountant and Senior Accountant in processing subcontracts, receiving records, work very closely with Accounts Payable Section.

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 three (3) years of increasingly responsible bookkeeping or clerical accounting experience.

(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 Requirements:

- A favorable background investigation. *(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)*

Special Knowledge, Skills and Abilities:

Must have knowledge of basic business math; knowledge of bookkeeping practices and principles; knowledge of public relations/customer services principles, practices and techniques; Skill in preparing and maintaining accurate records, and files; skill in understanding and following oral 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.