

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OLS0032522

Date Posted: 10/25/10

POSITION NO: 241056

Closing Date: 11/05/10

CLASS CODE: 1525

POSITION TITLE: Accounting Technician

DEPARTMENT NAME: Legislative Branch - Office of the Speaker

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: 40 POSITION TYPE: GRADE: N570A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 40

Temporary:

Duration: _____ \$ 20,134.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 9.68 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision performs a variety of clerical accounting and bookkeeping duties requiring a working knowledge of assigned accounting functions, accuracy and attention to detail; incumbents will work with 88 Navajo Nation Council delegates entering data, preparing summary statements, also checking forms for completeness and accuracy. Performs a variety of data entry using governmental accounting methods. Additionally maintains filing records of all council accounts payables and receivables.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by college level courses in bookkeeping and/or accounting; and

Experience:

Two (2) years increasingly responsible bookkeeping and 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/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Must be familiar with the Navajo Nation Financial System including the Financial Management Information System. (FMIS) Incumbents must be able to communicate fluently in the Navajo Language.

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