

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR06216537</u>	DATE POSTED:	<u>11/01/18</u>
POSITION NO:	<u>202854</u>	CLOSING DATE:	<u>11/15/18</u>
POSITION TITLE:	<u>Administrative Service Officer</u>		
DEPARTMENT NAME / WORKSITE:	<u>DNR/ Agriculture - Veterinary Management / Tse Bonito, New Mexico</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AR64A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>41,641.60</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>20.02</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities are invoicing and accounting with the vendors for supplies and medications and to monitor outgoing expenses with FY Budget. Accounting for income revenue generation from cash and payroll deductions and giving updates monthly to quarterly to supervisor(s). Updating supervisor of budget allocations, budget spent and foresee overages and/or shortfalls. Overseeing the RDP and ICR paperwork needed for payments to occur on different accounts and vendors. Attend the budget meetings and administrative duties meetings to update supervisor(s) when needed. Working with staff within the program to determine invoicing and accounting to keep the program running effectively and provide the services needed. Understand and be responsible for the administrative and accounting with special programs and contracts/grants. Communicating with supervisor(s) for further actions needed in regards to budgets, goals and objectives.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Public or Business Administration, Human Resource Management or a closely related field; and two (2) years administrative experience; or an equivalent combination of education and experience.

Special Requirements:

- 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:

To understand the Navajo Nation procurement system in regards to external contracts and vendors; Knowledge in accounting. Contract and grant management experience; Proficient in Microsoft Office software and other computer applications; FMIS certification.

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