

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DCD1367158

Date Posted: 11/05/12

POSITION NO: 230186

Closing Date: 11/19/12

CLASS CODE: 1530

POSITION TITLE: CHAPTER ACCOUNTING TECHNICIAN

DEPARTMENT NAME: Local Governance Support Center/Shiprock

DEPARTMENT NO: 136 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 40

Temporary:

Duration: \_\_\_\_\_ \$ 24,752.00 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 11.90 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under supervision, performs basic accounting duties of average difficulty by assisting local chapters with the implementation and maintenance of the cash basis accounting; applies principles of accounting to analyze financial information and prepares financial reports and performs other related work as required. Schedules and conducts training/orientations with local Chapter Officials, Council Delegates and staff on the cash basis Chapter Accounting System; provides training on the use of various accounting forms and chart of account codes required by the cash basis and the utilization of balance sheet and revenue and Expense Report; assists with the implementation of PEP payroll procedures of tax form (940, 941, W-2 & W-3), quarterly tax payments and year end tax reporting; generates monthly Chapter financial statements utilizing Fund Accounting Software and submits them to the respective chapter in a timely manner, keeps Chapter current by timely validation of posting entries, computations and transactions in a General Ledger and proper Journals, generates Trail Balances, Balance Sheets.

Revenue and Expense Reports, Trace Reports and Transaction Logs for both the Agency and Chapters; reconciles Financial Statements with Monthly reports prior to Chapter distribution; determines and establishes appropriate fund accounts for the Chapters; reviews and proofs all monthly accounting forms submitted to ensure proper coding; prepares letters/memorandums as reminder notices to Chapters regarding cash basis, training and meetings; establishes and maintains contact with outside resources; maintains up to date records, files and data on all Chapter financial control funds; prepares and submits monthly reports on work activities; occasionally assists with answering telephones, assisting clients, timekeeping and check errands.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; completion of a two-year vocational program in accounting or related field; and

**Experience:**

two (2) years of responsible government/fund 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 much submit copies of college transcripts, degree, certifications, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Ability to establish and maintain effective working relationships with Chapter Officials, Council Delegates, and LGSC staff and outside resources agencies. Knowledge of basic accounting principles, preferably governmental and non-profit accounting. Computer skills that includes application of Fund Accounting Software and the use of standard office equipment such as calculators, telephones, printers, etc. Ability to communicate effectively both orally and in writing with diverse audiences and convey information that is understandable and accurate. Prefer bilingual ability in English and Navajo Languages.

**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*