

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05812837

DATE POSTED: 11/21/16

POSITION NO: 202716

CLOSING DATE: OUF

POSITION TITLE: FEE COLLECTOR SUPERVISOR

DEPARTMENT NAME / WORKSITE: DNR/Navajo Parks and Recreation Department/Monument Valley, Utah

WORK DAYS: Monday to Friday REGULAR FULL TIME: GRADE/STEP: AB59A

WORK HOURS: 8:00 AM to 5:00PM PART TIME: NO. OF HRS./WK.: _____ \$ 26,270.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 12.63 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Plans, supervises, and coordinates the daily fee collection operations, including preparation and maintenance of cash records and reports; schedules; assigns and evaluates work of assigned staff; provides technical and policy direction; verifies shift reports of money collected and all machine transactions using journal and receipt tapes and register of voided transactions; prepares bank deposits for funds collected; reconciles cash receivable documents for accuracy and completeness as required for posting and processing. Provides information to patrons regarding pertinent rules, policies and procedures related to cash and related transactions; responds to requests for information; projects petty cash needed and reorders as necessary; interview, hires, and oversees training of fee collectors; prepares required reports; may perform duties such as collecting fees and disseminating information.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of bookkeeping and accounting experience, one (1) of which must have been in a lead or supervisory role;

Special Requirements:

- Possess a valid state driver's license
- Possess 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 general cash and financial administration principles and practices including automated accounting systems.

Knowledge of Navajo Nation, federal, and state laws, regulations, and guidelines governing park fee collection.

Knowledge of modern office procedures and practices used in cash transactions, including record keeping and data security methods and techniques.

Skill in operating and developing computer databases and spreadsheet files.

Skill in reviewing and analyzing a variety of accounting records and reports necessary to document the receipt of funds in a government setting.

Skill in establishing cooperative work relationships with those contacted in the course of work. Incumbent must obtain a Navajo Nation Vehicle Operator's permit within 90 days of date of hire. PHYSICAL REQUIRMENTS AND WORK ENVIRONMENT:

Work involves a minimum of physical effort in an office setting.

<<A favorable background investigation is required>>

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