

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: EPA0152659

Date Posted: 11/22/10

POSITION NO: 241745

Closing Date: 12/07/10

CLASS CODE: 1360

POSITION TITLE: Accounting Clerk

DEPARTMENT NAME: NNEPA/Waste Regulatory Compliance Department

DEPARTMENT NO: 15 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N560A

Days: Monday -Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00pm

Temporary:

Duration: Annual \$ 18,470.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 8.88 Per Hour

DUTIES AND RESPONSIBILITIES:

The Accounting Clerk will be responsible for collecting from the owners, operators, distributors monthly tariff and yearly tank fees; making sure that all checks are accounted for and making sure that the check amounts are distributed into 20% and 80% before depositing to the Division of Finance; will keep a running total of all incoming checks whether they are tariff/tank/or monitoring fees; will maintain files of all tariff reports, maintain data files on all old/new USTs/installations and abandoned USTs, will be responsible for corresponding with the owners, operators, distributors in regards to their USTs. Submit Deposit Report on a monthly and quarterly basis to the Department Manager. Submit monthly and quarterly reports. Assist the Office Specialist in answering phone calls, log incoming mail and referring/distribute to the appropriate staff/office, other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

one (1) year of financial records and data entry 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:

Knowledge of Navajo Nation Procurement processes & procedures, basic mathematical calculations, general office practices & procedures, computer accounting hardware, software & peripherals, approved vendor accounts, customer service & public relations practices, basic accounting methods and procedures; Skill in accurately maintaining & updating database files & records; timely processing of purchase requisitions, invoices & contracts, completing data entry and verifying balance retrievals, tracking & receipt inventory, debits & credits, skill in utilizing & maintaining public & effective working relations.

License/Certification Requirements:

Valid state driver's license and Navajo Nation Vehicle Operator's Permit, *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