

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

REQUISITION NO: DPS0739556

DATE POSTED: 11/24/14

POSITION NO: 242895

CLOSING DATE: 12/09/14

POSITION TITLE: Accounts Maintenance Specialist

DEPARTMENT NAME / WORKSITE: Navajo Police Department/ Shiprock, NM

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AB58A

WORK HOURS: 8:00 a.m. - 5:00 p.m PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 24,128.00 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 11.60 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Prepares and verifies amounts and codes for various standard accounting entries, data input, or other forms; encodes and obtains necessary approvals for processing; sorts documents and posts debit/credit to proper accounts; balances and reconciles accounting records with tribal accounting system; makes necessary corrections. Reviews reports to identify and trace sources of error and makes necessary corrections; performs research to locate accounting input errors; performs verification and reconciliation activities for assigned accounts of a complex nature; maintains a variety of records pertinent to accounting processes or procedures, such as property control records, accounts payable or accounts receivable. Verifies billing statement and prepares for authorization; checks completeness and compliance with tribal regulations; contacts various Nation personnel to resolve discrepancies or problems; answers inquiries regarding work being performed; complies numerical and statistical information for report purposes or simple financial statements; generates a variety of report from computer records; makes and checks relatively compiles numerical and statistical calculations; processes specialized information, reports and forms into the financial accounting system.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting; and three (3) years of increasingly responsible bookkeeping or clerical accounting experience.

**Preferred Qualifications:**

- Associate's Degree in Business Administration or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- Experience in the preparation of financial documents.

**Special Requirements:**

- Possess a valid state driver's license.

***(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 methods, practices, and terminology of financial record keeping work; some knowledge of auditing techniques of tribal organization and its procedures. Ability to post and make math computation rapidly and accurately. Must have the ability to work with computers with various programs required to perform the task.

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