THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**OOC0289651**	DATE POSTED:	**12/15/14**
POSITION NO:	**202550**	CLOSING DATE:	**12/30/14**
POSITION TITLE:	**Accounts Maintenance Specialist**		
DEPARTMENT NAME / WORKSITE:	**Office of the Controller/Purchase Card Section/Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB58
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under the general supervision of Accounting Supervisor. Performs clerical and accounting duties requiring a working knowledge of accounting functions with accuracy and attention to detail. Verifies billing statements and prepares for authorization, checks for completeness and compliance with established Policies and Procedures. Compiles statistical data for report purposes or financial statements, checks complex numerical and statistical calculations. Determines funds and reviews source documents for completeness and accuracy. Records entries in FMIS, ensuring correct allocation of debits and credits. Provides clarification and interpretation of policies and procedures. Identifies and escalates account maintenance issues to Supervisor in a timely manner. Facilitates communication with vendors and Navajo Nation staff to resolve discrepancies. Proactively communicates work status, performances, challenges and issues. Time management essential to handle multiple tasks and assignements. Performs other duties as assigned.

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 and/or clerical accounting experience.

Preferred Qualifications:

- An 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.
- A favorable background investigation is required.

(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:

Must demonstrate time management for assigned tasks, ability to meet assigned deadlines, and ability to achieve/maintain communicated productivity levels. Ability to effectively execute against assigned priorities, as well as determine priorities independently. Demonstrate tenacity and diligence in following up on outstanding issues to ensure customer satisfaction. Must demonstrate exceptional ability for attention to detail, strong written and verbal communication skills for reporting status on assigned tasks and issues. Ability to communicate with internal staff and external customers. Must demonstrate a sense of urgency with respect to payment processing as well as strong aptitude for problem solving. Ability to work independently and under pressure. Flexibility to work in a fast paced dynamic environment. Must be ambitious, a self-starter, enthusiastic and respectful.

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