

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB0037320

Date Posted: 12/17/12

POSITION NO: 241059

Closing Date: 12/31/12

CLASS CODE: 1524

POSITION TITLE: ACCOUNTS MAINTENANCE SPECIALIST

DEPARTMENT NAME: Legislative Branch - Office of the Speaker

DEPARTMENT NO: 003 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R58A

Days: Monday - Friday

Permanent:

SALARY: _____

Hours: 8am to 5pm

Temporary:

Duration: _____ \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs clerical and accounting duties requiring a working knowledge of accounting functions, accuracy and attention to detail; incumbents works within established procedures entering data to records of original entry, Prepares and verifies amounts and codes for various standard accounting entries, data input, or other forms and checking forms for completeness and accuracy; Reviews reports to identify and trace sources of errors and makes 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. Contacts various Navajo Nation personnel to resolve discrepancies or problems; answers inquiries regarding work performed; compiles numerical and statistical information for report purposes or simple financial statements; generates a variety of reports from computer records; makes and checks relatively complex numerical and statistical calculations; processes specialized information, reports and forms into the financial accounting system; performs related work as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting; and

Experience:

Two (2) years of experience in accounting and/or bookkeeping; or an equivalent combination of education, training and experience which provide the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, licensures, permits, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of basic business math, bookkeeping practices and principals. Knowledge of public relations/customer service principals, practices and techniques.

Skill in preparing and maintaining accurate records, reports, and files.

Skill in understanding and following oral and written directions.

Skill in utilizing computer databases to research, maintain, and update records and files.

Skill in establishing cooperative work relationship with those contacted in the course of work.

License/Certification Requirements:

Valid state driver's license and a 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