THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0282705** Date Posted: **12/20/10**

POSITION NO: **202590** Closing Date: **01/04/11**

CLASS CODE: **1523**

POSITION TITLE: **ACCOUNTING TECHNICIAN (Cashier)**

DEPARTMENT NAME: **Office of the Controller/Cashier's Section**

DEPARTMENT NO: **28** WORKSITE LOCATION: **Window Rock, AZ 86515**

WORKS DAYS/HOURS:
Days: **Monday - Friday**
Hours: **8:00AM - 5:00PM**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **N58A**

SALARY:
$ **21,944.00** Per Annum
$ **10.55** Per Hour

DUTIES AND RESPONSIBILITIES:

Receipt all incoming funds payable to the Navajo Nation (Payments include Department Revenue, Tax Revenue, Loans, Invoices, Mineral Royalties, Refunds). The Disbursement of Navajo Nation checks (Checks include General Fund Payments, Chapter checks, Youth Payroll, Initial Grant checks, General Assistant check, Foster Care checks, Disability checks). Must be able to cope and work under pressure, must have a positive response to criticism, work, overtime occasionally, have patience for detail, routine work, problem solving. Audits accounts for accuracy of posting, computations, and validating all financial transactions. Prepares and reviews invoices which will be processed for payment (s). Analyzes and insures that all trade accounts are updated in subsidiary ledger. Approves and/or records all input transactions to the subsidiary ledger and makes necessary correcting general ledger entries. Analyzes money and confidential material. Ability to establish and maintain effective relationships with outside auditors, tribal officials, and employees, must have a good memory for names and faces.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School Diploma or GED; and

Experience:

Three (3) years of bookkeeping or accounting 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 transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

1. Typing skills. 2. Computer Terminal Entry skills 3. Calculator Skills 4. Able to work with General Public. 5. Ability to accurately calculate numerous and large amounts of cash, checks, and receipts. 6. Navajo Speaking preferred.

License/Certification Requirements:

PREFERRED: Valid State Driver's License

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***