

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1025018

Date Posted: 12/27/11

POSITION NO: 241642

Closing Date: 01/10/12

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: NAVAJO DEPARTMENT OF TRANSPORTATION

DEPARTMENT NO: 102 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R58A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: _____ \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Primary duties and responsibilities consist of monitoring, completing, reconcile monthly Navajo Nation Wells Fargo Commercial Card for Navajo DOT purchase card holders and Navajo Nation FMIS. Identify budget sub-code, properly code each incurred cost expenses to line items with proper account numbers accordingly to receive receipts, invoices, etc. Enter and verify data into WFCC financial system. Maintain electronic and hard copy files of all financial documents by fiscal year. Keep daily journals of all P-Card purchases to ensure each program account does not exceed allocations. Keep logs of all incoming/outgoing financial transactions, check payable log, work closely with Senior Accountant to assure funds availability prior to processing financial documents. Prepare Travel Authorization, reconcile P-Card travel expenses on monthly basis and ensure all pertinent travel expenses documentation are provided each month. Review and process reimbursement, assure travel reports, receipts, etc. are attached for reimbursement. Prepare Training Request Forms (TRF) for conferences, etc. involving registration. Prepare Purchase Requisitions accordingly to Navajo Nation procurement; process payments by ICR, RDP, SSO, P-Card and that all transactions have supporting document. Use FMIS for current status of payments, run reports and monitoring payments of all incurred expenses. Guidance to Office Assistant to necessary tasks involving FMIS, cross-train with necessary reporting tasks, etc. Attend staff meetings, etc. and complete other assignments as assign by superiors.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School or GED supplemented by courses in general office procedures; and ***(to receive full credit for education applicant must submit copies of transcripts, degrees, current certificates, etc)***

Experience:

two (2) years responsible office experience of equivalent combination of education, training, experience which provides the capabilities to perform the described duties, i.e. computer, filing, FMIS, WFCC experience preferred.

Special Knowledge, Skills and Abilities:

Knowledge of clerical and office support practices and procedures, computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports and correspondence using computer software. Skill in English composition, grammar and punctuation. Ability to answer telephone, use copy machine, fax machine, calculator, printer, motor vehicle. Ability to converse in Navajo.

License/Certification Requirements:

Must possess a Valid State Drivers license and obtain a Navajo Nation Operators Permit within 90 days of employment.

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