

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OLS0035051
POSITION NO: 150403
CLASS CODE: 1532

Date Posted: 12/27/11
Closing Date: 01/10/12

POSITION TITLE: Legislative Accounts Maintenance Supervisor
DEPARTMENT NAME: Office of the Speaker

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R63A
Days: Mon. - Fri. Permanent:
Hours: 8:00 am - 5:00 pm Temporary: Duration: _____ \$ 34,944.00 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 16.80

DUTIES AND RESPONSIBILITIES:

Maintains supervisory role over staff assigned and coordinates accounts maintains activities in assigned area which is the processing General Claims forms for council delegates and the Office of the Speaker. Ensures that there is a smooth flow of financial documents and all expenditure of general claims is properly posted in each council delegates ledger by the employees responsible for maintaining the ledger. Provides quarterly report every quarter for Office of the Speaker on the volume of general claims processed, gross amount by chapter, agency council, districts council delegates meetings.

Familiar with FMIS system to run budget status report for Office of the Speaker and to research transactions submitted to Office of the Controller of the status of Payment. Maintains the Office of the Speaker's timesheet, log in leave slips submitted bi-weekly. Works closely with employees involved in accounting, and/or clerical duties related to operating complex accounting and FMIS; work is reviewed through both annual and intermitted internal audits, conferences and reports for adherence to policy and pertinent laws and regulations, adequacy of professional judgment and the quality, quantity and efficiency of the functions supervised.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Accounting or related field; and

Experience:

Four (04) years of increasingly responsible bookkeeping and clerical accounting experience, one (01) year of which must have been in a supervisory capacity; 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 transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Some knowledge on the Navajo Nation Financial processes. Some knowledge as a FMIS functional user but is required, common foundation, inquiry of all module and Accounts Payable module.

License/Certification Requirements:

A valid state driver's license and 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