

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR12216840

DATE POSTED: 12/28/18

POSITION NO: 209264

CLOSING DATE: 01/14/19

POSITION TITLE: Accounts Maintenance Specialist

DEPARTMENT NAME / WORKSITE: DNR/ General Land Development Department / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AR58A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 25,355.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 12.19 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Validates, controls and maintains payments (telecommunications, mission sites, rights-of-ways, service line agreements, etc.), on the Navajo Nation System. Utilize the Navajo Nation System to provide for archiving, storing, querying and tracking accounting records. Ensuring leases are not expired and collaborate with Office of Controller on the online module. Processes purchase orders, direct payment requests, budget transfers, travel authorizations, ensures there is sufficient budget for proper expenditures. Prepares reports for revenue generated each month and quarterly. Makes recommendations on records, proper accounts, invoices/receipts, budget forms, checks/payments, financial statements and reports, payment certifications and identify discrepancies. Create EOR sheets for 164 review packets. Responsible purchase card reconciler, deposits checks, FMIS updates, ensures all accounts are updated and payments received (for leases, permits, rights-of-ways). Responsible for being the key contact for updates, collections, notifications on any lease payments, invoices, or receipts. Organize, inventory, scan documents into the Navajo Nation System. Provide training on the Navajo Nation System accounting module to other entities. Attend staff meetings and occasional travel for training(s).

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED, supplemented by college level courses in bookkeeping and/or accounting; and two (2) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(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:

Incumbent must obtain a Navajo Nation favorable background investigation within 90 days of date of hire. Must be able to work independently and be computer literate; maintaining detailed information in software programs and skilled in researching, communicating both orally and in writing.

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