

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DHR0987362
POSITION NO: 936051
CLASS CODE: 1524

Date Posted: 12/31/12
Closing Date: 01/14/13

POSITION TITLE: ACCOUNTS MAINTENANCE SPECIALIST
DEPARTMENT NAME: Navajo Department of Workforce Development
DEPARTMENT NO: 98 WORKSITE LOCATION: Tuba City, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A
Days: Mon - Fri Permanent: SALARY:
Hours: 8:00am - 5:00pm Temporary: \$ \$22,734.40 Per Annum
Part-Time: Duration: _____ \$ \$10.93 Per Hour
No. of Hrs/Wk: _____

DUTIES AND RESPONSIBILITIES:

Maintains and process timesheets for Crownpoint NDWD staff, Workforce Investment Act (WIA) and Native Employment Works (NEW) participants with various worksites. Establishes and maintains quality record set-up monitors time and attendance, prepares timesheets and checks for accuracy of account numbers, hours earned, monitors payroll, prepares backpay forms and maintains a payroll journal for entries. May assist in establishing accounting automation for payroll maintenance and other documents such as travel authorization, travel reimbursement claims, purchase requisitions, request for direct payment, receiving reports and vehicles mileage reports. May assist with processing of participants personnel related documents i.e., termination notices, employment notices and other necessary transactions. May attend staff meetings and trainings. Will work closely with Navajo Nation Payroll Department, worksite supervisors within private/public sectors and NDWD Contracts and Grants and WIA Accounting.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

Three (3) years of increasingly responsible bookkeeping or clerical 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:

Knowledge of methods, practices, and terminology of financial record keeping work; some knowledge of auditing techniques; of tribal organization and its procedures. Ability to demonstrate a mathematical aptitude; ability to post and make math computations rapidly and accurately. Must have the ability to work with computers with various programs required to perform the task.

License/Certification Requirements:

PREFERRED: A valid State Drivers License and ability to obtain Navajo Nation Vehicle Operators Permit upon employment.

VETERAN'S 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