

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD1377660

Date Posted: 03/25/13

POSITION NO: 236171

Closing Date: 04/05/13

CLASS CODE: 1530

POSITION TITLE: Chapter Accounting Technician

DEPARTMENT NAME: Local Governance Support Center, Western Navajo Agency

DEPARTMENT NO: 137 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 24,752.00 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Senior Program & Project Specialist, performs a full range of accounting practices that include; carrying out tasks in accordance with the accounting methods and practices using the Chapters respective Five Management System. Provide administrative support and technical assistance to Chapter staff on budgetary matters including budget development, setting up ledgers, journals, recording financial transactions and accounting of their financial records and preparing financial expenditure reports; assist in the development and maintenance of internal controls for chapter financial management system.

Conduct on site field visits to Chapters for monitoring of financial reports and assure compliance with the Five Management System policies and procedures. Reviews and monitors all financial documents for eighteen (18) Western Navajo Agency Chapters, verifies fund accounts, computations, funds availability; makes necessary correction and reviews posts to ledgers; reviews documents for compliance and ensure timely processing of all financial documents; reviews budgets; assist with reconciliation of financial reports to bank statements; checks for missing checks and documents; investigates questionable financial transactions and cancelled checks; maintains current files on all financial reporting records pertinent to Chapters.

Writes letters to Chapters for non-compliance with reporting requirements, maintains files and back up files for all Chapter documents submitted to the LGSC. Provides training to Chapter administrative staff and Chapter Officials on various accounting forms and budgetary processes when requested. Provides general clerical duties for the program. Serve as Official Timekeeper for the LGSC program staff.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; completion of a two-year vocational program in accounting or related field; and

Experience:

two (2) years of responsible government/fund accounting experience; or an equivalent combination of education, training and experience which provide the capabilities to perform the described duties.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Prefer bilingual (Navajo/English); preferably reside within the boundaries of the assigned Western Navajo Agency Chapters. Have basic knowledge of the Chapter Government and the Navajo Nation Government.

Must have knowledge of federal, state and Navajo Nation rules, regulations, mandates, policies and procedures related to fund accounting and management. Knowledge of Generally Accepted Accounting Practices (GAAP) methods and practices; knowledge of computer hardware, software, and peripherals; knowledge of general office practices and procedures; knowledge of Financial Management Informational Systems for governmental entities; skills in monitoring a variety of funding sources for compliance with regulations; skills in entering and retrieving financial data; skills in maintaining, tracking, receipting and reconciling governmental accounts; skills in utilizing public relations techniques when responding to requests, inquiries and complaints; and skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

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