THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DCD13311704	DATE POSTED:	03/28/16
POSITION NO:	236133	CLOSING DATE:	04/08/16
POSITION TITLE:	Accounts Maintenance Specialist		
DEPARTMENT NAME / WORKSITE:	DCD/Administrative Service Center - Tohatchi Chapter		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑	GRADE/STEP:	AB58A
WORK HOURS:	8 am - 5 pm	PART TIME:	☐ NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐ DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐		

DUTIES AND RESPONSIBILITIES:

Prepares and verifies amounts and codes for various standard accounting entries, data input, or other forms; encodes and obtains necessary approvals for processing; sorts documents and posts debits/credits to proper accounts; balances and reconciles accounting records with tribal accounting system; makes necessary corrections.

Reviews reports to identify and trace sources of error and makes necessary corrections; performs research to locate accounting input errors; performs verification and reconciliation activities for assigned accounts of a complex nature; maintains a variety of records pertinent to accounting processes or procedures, such as records of cash receipts, cash deposits, property control records, accounts payable or accounts receivable.

Verifies billing statements and prepares for authorization; checks for completeness and compliance with tribal regulations; contacts various Nation personnel to resolve discrepancies or problems; answers inquiries regarding work being performed; compiles numerical and statistical information for report purposes or simple financial statements; generates a variety of reports from computer records; makes and checks relatively complex numerical and statistical calculations; processes specialized information, reports and forms into the financial accounting system.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting; and three (3) years of increasingly responsible bookkeeping or clerical accounting experience.

Preferred Qualifications:

- Associate's degree in Business Administration or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- Experience in the preparation of financial documents.

Special Requirements:

- Possess a valid state driver's license.

(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:

Knowledge of basic business math.
Knowledge of bookkeeping practices and principles.
Knowledge of public relations/customer service principles, practices and techniques.
Skill in preparing and maintaining accurate records, reports, and files.
Skill in understanding and following oral written directions.
Skill in utilizing computer databases to research, maintain, and update records and files.
Skill in establishing cooperative work relationships with those contacted in the course of work.

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