THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0287703** Date Posted: **04/08/13**

POSITION NO: **202549** Closing Date: **04/19/13**

CLASS CODE: **1524**

POSITION TITLE: **ACCOUNTS MAINTENANCE SPECIALIST**

DEPARTMENT NAME: **Purchase Card Section**

DEPARTMENT NO: **28** WORKSITE LOCATION: **Window Rock, Az**

WORKS DAYS/HOURS:
Days: **Monday - Friday**
Hours: **8:00AM - 5:00PM**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R58A**

SALARY:
$ **22,734.40** Per Annum
$ **10.93** Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs clerical and accounting duties requiring a working knowledge of accounting functions, accuracy and attention to detail; incumbents work within established procedures entering data to records of original entry, preparing summary statements, and checking forms for completeness and accuracy; performs related work as assigned, and other daily duties.

Verifies billing statements and prepares for authorization; checks for completeness and compliance with tribal regulations; contacts various Navajo Nation personnel to resolve descrepancies 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 complex numerical and statistical calculations; processes specialized information, reports and forms into the financial accounting system.

Reviews reports to identify and trace sources of error and makes necessary corrections; performs research to locate accounting input errors; peforms 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 accounts payable.

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, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application).***

Special Knowledge, Skills and Abilities:

Knowledge of basic business math, bookkeeping practices and principles, public relations/customer service principles, practices and techniques. Skills in preparing and maintaining accurate records and files; understanding and following oral and written direction, utilizing computer accounting software to input data, research, maintain and update records and files. Skills in establishing cooperative work relationships with those contacted in the course of work.

License/Certification Requirements:

PREFERRED: Must possess Valid Drivers License

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***