THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0378575**	DATE POSTED:	**04/08/14**
POSITION NO:	**241981**	CLOSING DATE:	**04/21/14**
POSITION TITLE:	**Accounts Maintenance Specialist**		
DEPARTMENT NAME / WORKSITE:	**Department of Navajo Veterans Affairs, Window Rock, AZ**		

WORK DAYS:	M - F	REGULAR FULL TIME:	☑		GRADE/STEP:	Y58A
WORK HOURS:	8 a.m. - 5 p.m.	PART TIME:	☐	NO. OF HRS./WK.:	$ 23,420.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.26	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Loans Officer, perform but not limited to the following duties: Prepare Budget Status Reports and Expenditure Reports for Veterans Loan Program; make transactions, perform budget adjustments and transfers as needed; verify billing statements and prepare payments to vendors; compile numerical and statistical information for reports or financial statements; work with J.D. Edwards Financial Management Information System; network with Navajo Nation personnel to resolve any discrepancies; review and file Veterans Administration Medical Center (VAMC) fee reimbursement documents; closely collaborate with Loans Officer, Loans Collection Officer and Administrative Service Officer; work with Dynamic Interface Systems Corporation LOANLEDGER system, record entries, ensure budgetary control by fund management utilizing appropriate fund code and sub codes, prepare and verify amounts and codes on various standard accounting entries, prepare documents and post debits/credits to proper accounts, balance and reconcile accounting records, review reports to identify sources of error or data input errors and make necessary corrections, perform statistical calculations for processing specialized information, reports and data into the LOANLEDGER; provide clarification and interpretation of Budget Instructions and Policies manual and other pertinent laws regarding fiscal matters; review and comply with Navajo Nation Procurement Laws; maintain various records pertinent to accounting processes or procedures i.e. cash receipts, cash deposits, property control records, accounts payable and accounts receivable and VAMC reimbursement documents, answer inquiries regarding work being performed.

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:

* Associates Degree in Business Administration or Accounting
* College courses in computer programming
* Proficient in Microsoft Office software applications and other computer software 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 and written directions; Skill in utilizing computer databases to research, maintain, and update records and files; Skill in establishing cooperative work relationships with those contacted n the course of work; promote proactive character, productivity and effective communication.

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