

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR09710056 DATE POSTED: 05/04/15  
POSITION NO: 931796 CLOSING DATE: 05/15/15  
POSITION TITLE: Accounts Maintenance Specialist

DEPARTMENT NAME / WORKSITE: DHR/Navajo Department of Workforce Development/Chinle, AZ

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

**DUTIES AND RESPONSIBILITIES:**

Maintains the Workforce Center financial records and ledgers. Reconcile the ledgers on a periodic basis with the NDWD Contracts and Grants Unit. Updates the Program Supervisor III on anticipated reconciles accounts involving multiple accounting records and closely coordinates with Contracts and Grants Unit addressing over expenditures. Examines, verifies and process all travel authorization, purchase requisitions, transfer/modification of budgets against obligated expenditures and other financial documents for availability of funds. Checks for accuracy, compiles numerical and statistical information for report purposes. Generates a variety of reports from computer records using complex calculations. Prepares and presents budget reports on behalf of the Workforce Center on bi-weekly and monthly basis. Reconciles the ledgers on a periodic basis with the WIA Accounting Section. Monitors, maintains and approves financial activities and budget expenditures for the Workforce Center offices. Reviews and analyzes all Workforce Investment Act/Native Employment Works financial records to ensure compliance with tribal and federal rules and regulations.

**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 two (2) years increasingly responsible bookkeeping and clerical accounting experience.

**Preferred Qualifications:**

- An 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:**

Considerable knowledge of automated accounting software. Knowledgeable with complicated accounting practices and procedures. Knowledge of basic accounting principles and practices, basic mathematical computations, bookkeeping, effective communications skills with staff and business.

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