

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: NTC0537753

Date Posted: 05/06/13

POSITION NO: 249632

Closing Date: OUF

CLASS CODE: 1672

POSITION TITLE: Revenue Data Specialist

DEPARTMENT NAME: Office of the Navajo Tax Commission

DEPARTMENT NO: 53 WORKSITE LOCATION: Saint Michaels, AZ

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: R62A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 am to 5:00 pm

Temporary:

Duration: _____ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Examines, identifies, records, and maintains all incoming tax revenues with proper FMIS Business Unit Account Codes in accordance with Generally Accepted Accounting Principles and Navajo Nation Fiscal Policies and Procedures; verifies and enters batch numbers against receipt issued by the Cashier's Office for all revenue deposits; records and maintains critical tax filing data for all seven Navajo Nation taxes. To comply with appropriate reporting guidelines with respective state agencies in a timely matter.

Generate and transmit required taxpayer or revenue reports for accounting, compliance, audit, valuation purposes or legal reasons; works with all sections of the office to ensure proper recording of taxpayer data to produce quality reports; ensure confidentiality; uses discretionary judgment when requested to disclose confidential information; prepares required documents.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Accounting, Business Administration or related field; and

Experience:

two (2) years of bookkeeping, accounting, auditing and/or tax related work 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, 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:

Knowledge of tax statutes and regulations that enable the capturing of tax revenue data; ability to organize, analyze, and interpret statistical data; ability to effectively communicate as a speaker, writer, and listener; ability to apply critical thinking and decision making skills in a sound manner. Excellent user MS Excel, Word, PowerPoint and Access.

License/Certification Requirements:

Must possess a Valid State Driver's License; within 90 days of hire must obtain a Navajo Nation Vehicle Operator's Permit.

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