THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**OOC02810098**	DATE POSTED:	**05/11/15**
POSITION NO:	**202548**	CLOSING DATE:	**05/22/15**
POSITION TITLE:	**Account Maintenance Specialist**		
DEPARTMENT NAME / WORKSITE:	**Office of the Controller - Accounts Payable Section - Window Rock, AZ**		

WORK DAYS:	Mon-Fri	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:

Under general supervision of Accounts Payable Supervisor. Performs clerical and accounting duties requiring a working knowledge of accounting functions with accuracy and attention to detail. Processes invoices, check requests, and expense reimbursements through data entry in JD Edwards FMIS system. Determines funds availability and reviews source documents for completeness and accuracy, detecting for any discrepancies. Records entries in FMIS, ensuring correct allocation of all debits and credits. Provides clarification and interpretation of policies and procedures. Identifies and escalates account maintenance issues to Supervisor in a timely manner. Facilitates communication with vendors and external Navajo Nation staff to resolve account related discrepancies. Proactively communicates work status, performance, challenges and issues. Time management essential to handle multiple tasks and assignments. Performs other duties as requested.

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 and/or 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 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:

Must demonstrate time management for assigned tasks, ability to meet assigned deadlines, and ability to achieve/maintain communicated productivity levels. Ability to effectively execute against assigned priorities, as well as determine priorities independently. Demonstrate tenacity and diligence in following up on outstanding issues to ensure customer satisfaction. Must demonstrate exceptional ability for attention to detail, strong written and verbal communication skills for reporting status on assigned tasks and issues. Ability to communicate with internal staff and external vendors/customers. Must demonstrate a sense of urgency with respect to payment processing as well as a strong aptitude for problem solving. Ability to work independently and under pressure. Flexibility to work in a fast paced dynamic environment. Must be ambitious, a self-starter, enthusiastic and respectful.

<<A favorable background investigation is required>>

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