NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE70112172**	DATE POSTED:	**07/05/16**
POSITION NO:	243757	CLOSING DATE:	**07/18/16**
POSITION TITLE:	Accounts Maintenance Specialist (S)		
DEPARTMENT NAME / WORKSITE:	DODE / Navajo Head Start - Central Administration/ Window Rock, Arizona		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME: ☑	GRADE/STEP: AD58A
WORK HOURS:	40 hrs/Week	PART TIME: ☐ NO. OF HRS./WK.:	$ 25,292.80 PER ANNUM
		SEASONAL: ☐ DURATION :	$ 12.16 PER HOUR
		TEMPORARY: ☐	

DUTIES AND RESPONSIBILITIES:

Performs accounting duties of moderate difficulty with the Navajo Head Start - Finance Section. Performs a full range of the accounting duties and assures routine tasks are completed and submitted to various departments under the Office of the Controller. Classifies accounting transactions; maintains and reconciles accounts. Prepares, reviews and processes financial documents, verifies and maintains accounting records involving multiple Contract/Grant accounts; reconciles subsidary ledgers with central general ledgers and makes any necessary adjustments. Reviews and reconciles records against the Financial Management Information Systems (FMIS) of the Navajo Nation. Reviews records to identify the source of discrepancies and reports immiately to the Fiscal Manager to bring account into balance. Compiles financial reports comprised of financial data, account balances & expenditures, balance sheets, financial statments. Receives and reviews purchase requisitions/orders, requests for payment, invoices, budget transfers/modifications, travel authorizations and other documents filed against obligated funds. Answers questions/inquires regarding check stubs, department records, checks, invoices, requisitions and other financial documents/information. Prepares financial documents for authorization. Reviews for the accuracy, completeness and compliance with Navajo Nation, state and Federal laws and regulations. The Account Maintenance Specialist will work with Senior Accountant, Principal Contract Analyst, Senior Contract Analyst, Fiscal Manager, and NHS personnel. Encodes and obtains necessary approvals for processing; sort documents; reconciles accounting records with tribal accounting system, and makes necessary corrections. Reviews reports to identify and trace sources of error and makes necessary corrections; perform research to locate accounting input errors. Performs verification and reconciliation activities for assigned accounts of a complex nature; maintains a variety of records pertinent to accounting process or procedures, such as records of cash receipts, cash deposits, property control records, accounts payable or accounts receivable.

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.

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 Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal accounting operations; accounting principles, theory and practices including governmental accounting. Knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles. Knowledge of accounting principles, practices and procedures. Knowledge of business practices relating to the maintenance of accounts and financial records. Knowledge of computerized accounting systems and applications, including general software applications. Skill in preparing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems. Skill in analyzing financial systems, procedures and controls. Skill in communicating complex technical concepts, both orally and in writing. Skill in establishing and maintaining effective working relationships. Must obtain a Physical Evaluation and Tuberculosis Skin Test Prior to Employment. Incumbent must abide by Navajo Head Start's Standards of Conduct. Requires Federal/State and Tribal Background Check and Suitability Assessment with a favorable background check prior to employment.

<<A favorable background investigation is required>> (If selected for the position, tribal, federal and state background checks must be completed prior to employment at the applicants expense)

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