THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No:	**OOC0692064**	Date Posted:	**07/06/10**
POSITION NO:	**202875**	Closing Date:	**07/19/10**
CLASS CODE:	**1519**		
POSITION TITLE:	**ACCOUNTANT**		
DEPARTMENT NAME:	**OOC/Credit Services Department**		
DEPARTMENT NO:	**69**	WORKSITE LOCATION:	**Window Rock, Az**
WORKS DAYS/HOURS:		POSITION TYPE:	GRADE: **N63A**
Days:	**MON - FRI**	Permanent: ☑	SALARY:
Hours:	**8:00 am - 5:00 pm**	Temporary: ☐ Duration:	$ **33,737.60** Per Annum
		Part-Time: ☐ No. of Hrs/Wk: **40**	$ **16.22** Per Hour

DUTIES AND RESPONSIBILITIES:
Oversees the accounting functions of the Personal and Home Loan Program in accordance with approved Operating Policies and Guidelines. Retrieves daily cash receipts from the Financial Management Information System (FMIS) and other financial information, posts all daily cash receipts to customer's individual loan ledgers in the Loan Ledger System. Prepares and submits timely month-end closeout reports by reconciling cash postings from Financial Services Department, to the General Ledger of FMIS, to the Department's Loan Ledger System. Reconciles clearing accounts, Loan Fees, Deferrement Fees, Down Payments, and Impound Accounts to the General Ledger amounts. Prepares and submits journal vouchers to General Accounting Section to distribute payments to appropriate sub-accounts for principal, interest, impounds, late/NSF fees and
Write-Off(s) of loan accounts. Exports pertinent reports from Loan Ledger System to process Request for Direct Payments (RDP) to refund overpayments on loan accounts. Reviews and analyzes all outstanding check disbursements against bank statements provided by General Accounting Section. Reports all Write-Off accounts and Doubtful Allowances on accounts to General Accounting Section referencing to the Balance Sheet and Income Statement and post transactions to the Loan Ledger Software. Prepares and submit K-Cards to Payroll Section to implement payroll deductions or make changes to active loan accounts. Makes necessary adjustments in individual customer's loan accounts for all disbursements, refunds, Charge-off(s) and Write-Off(s). Generates yearly Mortgage Interest Statements (Form 1098s) for Home Loan customers and transmits interest paid to the Internal Revenue Services (IRS). Prepares and presents financial quarterly and annual reports to the oversight Committee and the Office of the Controller, and submits monthly and quarterly reports of work performance.
Assists customers with billing questions, payoff(s), status of refunds, correlate work with Auditors to resolve audit deficiencies and report findings on loan programs. Performs other duties as assigned by Credit Manager.

QUALIFICATION REQUIREMENTS:
Education and Training:
A Bachelor's degree in Accounting, Business Administration, or closely related field; and

Experience:
one (1) year of accounting experience; or an equivalent combination of education/training and expereince which provides the capabilities to perform the described duties.
(To receive full credit for education and training, applicant must submit copies of college transcripts, certificates, degree, diploma, etc.)

Special Knowledge, Skills and Abilities:
Knowledge of Generally Accepted Accounting Principles (GAAP) to accurately conduct analysis and validate transactions including resolving inconsistencies; public relations/customer services principles, practices and techniques; computerized accounting systems, and application including general software applications; and skills in performing detailed and complex numerical computations and reports; developing and monitoring complex multi-fund and source budgets using automated spread sheet; preparing and maintaining accurate records, reports and files; establish and maintain cooperative working relationship; and following oral and written directions.

License/Certification Requirements:
PREFERRED: Valid State/Tribal Driver's License

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***