THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0988968**	DATE POSTED:	**07/21/14**
POSITION NO:	**936051**	CLOSING DATE:	**08/01/14**
POSITION TITLE:	**ACCOUNTS MAINTENANCE SPECIALIST**		
DEPARTMENT NAME / WORKSITE:	**DHR/Navajo Department of Workforce Development, Tuba City, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	Y58A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 23,420.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.26	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Maintains and process timesheets for Tuba City NDWD staff, Workforce Investment Act (WIA) and Native Employment Works (NEW) participants with various worksites. Establishes and maintains quality record set-up, monitors time and attendance, prepares timesheets and checks for accuracy of account numbers, hours earned, monitors payroll, prepares back pay forms and maintains a payroll journal for entries. May assist in establishing accounting automation for payroll maintenance and other documents such as travel authorization, travel reimbursement claims, purchase requisitions, request for direct payment, receiving reports and vehicle mileage reports. May assist with processing of participants personnel related documents i.e., termination notices, employment notices and other necessary transactions.

May attend staff meetings and trainings. Will work closely with Navajo Nation Payroll Department, worksite supervisors within private/public sectors and NDWD Contracts and Grants and WIA Accounting.

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.

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:

Knowledge of methods, practices, and terminology of financial record keeping work; some knowledge of auditing techniques; of tribal organization and its procedures. Ability to demonstrate a mathematical aptitude; ability to post and make math computations rapidly and accurately. Must have the ability to work with computers with various programs required to perform the task.

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