

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0378057

Date Posted: 07/29/13

POSITION NO: 241981

Closing Date: 08/09/13

CLASS CODE: 1524

POSITION TITLE: ACCOUNTS MAINTENANCE SPECIALIST

DEPARTMENT NAME: Department of Navajo Veterans Affairs

DEPARTMENT NO: 37 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00am-5:00pm

Temporary:

Duration: _____ \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Navajo Veterans Loan Officer, perform but not limited to the following duties: Determine funds available and prepare source documents for budget transactions; Record entries into accounting ledger system; Ensure budgetary control by fund management utilizing appropriate fund code and sub codes within accounting system; Ensure adjustments and transfers are properly approved and supplied with supporting documents; Provide clarification and interpretation of chapter fiscal policies, such as travel, scholarship, financial assistance, etc. and other pertinent laws regarding fiscal matters; Verify billing statements and prepare payments to vendors while keeping in compliance with all procurement laws; Prepares and verifies amounts and codes for various standard accounting entries, data input, or other forms; encodes and obtains necessary approvals for processing; sorts documents and posts debits/credits to proper accounts; balances and reconciles accounting records with tribal accounting system; makes necessary corrections.

Reviews reports to identify and trace sources of error and makes necessary corrections; performs 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 processes or procedures, such as records of cash receipts, cash deposits, property control records, accounts payable or accounts receivable.

Verifies billing statements and prepares for authorization; checks for completeness and compliance with tribal regulations; contacts various Nation personnel to resolve discrepancies or problems; answers inquiries regarding work being performed; compiles numerical and statistical information for report purposes or simple financial statements; generates a variety of reports from computer records; makes and checks relatively complex numerical and statistical calculations; processes specialized information, reports and forms into the financial accounting system.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED, supplemented by college level course in bookkeeping and/or accounting; and

Experience:

Three (3) years of increasingly responsible bookkeeping or clerical accounting 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 employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation Personnel Policies Manual; Knowledge of basic business math; Knowledge of bookkeeping practices and principles; Knowledge of public relations/customer service principles, practices and techniques; Skill in preparing and maintaining accurate records, reports, and files; Skill in understanding and following oral and written directions; Skill in utilizing computer databases to research, maintain, and update records and files; Skill in establishing cooperative work relationships with those contacted in the course of work.

License/Certification Requirements:

PREFERRED: Must possess a valid state driver's license and, within 90 days of employment, obtain a Navajo Nation Vehicle Operator's Permit. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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