THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**OOC02812299**	DATE POSTED:	08/08/16
POSITION NO:	202592	CLOSING DATE:	08/22/16
POSITION TITLE:	Accounting Technician (Cashier)		
DEPARTMENT NAME / WORKSITE:	Office of the Controller / Cashiers Section / Window Rock, AZ		

WORK DAYS:	Monday-Friday	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:

Receives, verifies and signature stamps all checks; pulls checks for amounts over $5,000 for second signature; sorts checks according to codes, prepares for mailing and distribution; disburses checks including payroll, initial grants, foster care, general assistance, advances, travel advances, chapter house allocations/housing discretionary checks, travel reimbursements, vendors and council delegates checks; tracks missing or misdirected checks.

Recaps and maintains record of all disbursements by recording receipt numbers and total deposit amount; prints out daily
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QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and (3) three years of bookkeeping or accounting experience.

Special Requirements:

- 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 applicant's expense).***

(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 Generally Accepted Accounting Principles. Knowledge of general office practices and procedures, customer service and public relations practices. Knowledge of computer accounting hardware, software and peripherals. Knowledge of Navajo Nation Procurement processes, procedures. Knowledge of approved vendor accounts. Skill in accurately maintaining and updating database files/records. Skill in accurately, timely completing disbursements, deposits and reconciliation. Skill in utilizing public relations techniques when responding to request, inquiries or complaints. Skill in establishing/maintaining effective working relationships. Skill in operating calculator to run tapes on all checks.
Work requires extended periods of standing/walking to disburse checks in an office environment.

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