

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DSS03912349</u>	DATE POSTED:	<u>08/16/16</u>
POSITION NO:	<u>242560</u>	CLOSING DATE:	<u>08/29/16</u>
POSITION TITLE:	<u>ACCOUNTS MAINTENANCE SPECIALIST</u>		
DEPARTMENT NAME / WORKSITE:	<u>Department for Self Reliance / Window Rock, Arizona</u>		
WORK DAYS:	<u>Monday to Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8:00 am to 5:00 pm</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
		DURATION :	<u> </u>
		GRADE/STEP:	<u>AB58A</u>
		\$	<u>24,128.00</u> PER ANNUM
		\$	<u>11.60</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Addresses and responds to all Pay Card inquiries from the Department for Self Reliance (DSR) staff and customers by conducting a research for each inquiry. Requests for the Affidavit for Lost, Stolen, or Destroyed Check form from all customers inquiring about a missing payment. Utilizes all available resources to conduct the necessary research for payment inquiries such as the Tribal Assistance System (TAS), Caseworker Advisory (CWA), Navajo Nation Financial Management Information System (FMIS), and Wells Fargo Card Wiz. Works with the Wells Fargo Bank representative and the Navajo Nation Division of Finance Cashier Section on Pay Card inquiries that cannot be resolved by DSR. Maintains a log with supporting documentation for all Pay Card Inquiries for reference and audit purposes. Orders Pay Cards for DSR customers by generating a Crystal Report from TAS utilizing the Wells Fargo Card Wiz. Maintains a tracking system on the Direct Deposit Account Number (DDA#) for all Pay Cards ordered. Adds new Pay Card information in TAS for customers who have activated their Pay Card. Ensures customer information, such as address, is correct in TAS and Affidavit for Lost, Stolen, or Destroyed Check form is on file prior to reissuing customer benefit payment. Checks Pay Card status utilizing the Wells Fargo Wiz and update TAS with the accurate information. Monitors and updates the TAS Pay Card Screen. Provides Pay Card training to DSR staff.

Reviews financial documents to ensure calculations are accurate and in accordance with invoice and all supporting documentation is attached. Assists Accountants with preparation of financial documents (Purchase Requisition, Receiving Record, Request for Direct Payment, Travel Authorization, Stationary Supply Order, Interdepartmental Charge Requisition, etc.) for payment or procurement of goods and services. Makes necessary correction/adjustment on financial documents. Assists Accountants with reconciliation of expenses at the year-end including, but not limited to DSR current fiscal year expenses, customer incentive expenses (diversion, support services), and the reserve account expenses. Assists Accountants with financial recordkeeping and maintenance of all financial transactions. Contacts vendors for quotes and/or invoices for the procurement of good and/or services. Picks up checks from Division of Finance, Cashiers Section, and logs in prior to disbursing to authorized NNPSR personnel. Utilizes NN FMIS to inquire, research, print reports, and export data on all DSR accounts. Assists Accountants with annual audit by retrieving and providing requested document and/or information to auditors that pertain to any financial transaction. Assists with DSR Finance presentations and trainings to DSR staff. Attends meetings on behalf of DSR Finance/Recovery Section. Other duties as assigned by the Principal Accountant, Department Manager III, or Assistant Department Manager.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- 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:

- 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).*
- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

(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 basic business math; bookkeeping practices/principles; public relations/customer service principles, practices, and techniques.

SKILL IN: preparing and maintaining accurate records, reports, and files; understanding and following oral and written directions; utilizing computer databases to research, maintain, and update records and files; establishing cooperative work relationships with those contacted in the course of work.

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