

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DCD1347177 Date Posted: 11/05/12  
POSITION NO: 230000 Closing Date: 11/19/12  
CLASS CODE: 1524  
POSITION TITLE: ACCOUNTS MAINTENANCE SPECIALIST  
DEPARTMENT NAME: Local Governance Support Center, Chinle Agency  
DEPARTMENT NO: 134 WORKSITE LOCATION: Black Mesa, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A  
Days: Monday-Friday Permanent:  SALARY:  
Hours: 8:00 am - 5:00 pm Temporary:  Duration: \_\_\_\_\_ \$ 22,734.40 Per Annum  
Part-Time:  No. of Hrs/Wk: \_\_\_\_\_ \$ 10.93 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under the general supervision of the Community Services Coordinator, perform clerical and accounting duties requiring a working knowledge of accounting functions. Work within established procedures entering data to record original entry, preparing summary statements, and checking forms for completeness and accuracy; performs related work as assigned, and other daily duties relate to collection of cash producing cash receipts, reconciling check registers, accounting for financial records, data entry, and filing reports.

Intake daily cash, record and issue receipts, input cash receipts, prepare and reconcile the amount of daily cash register receipts to cash and submit for review and approval to supervisor, prepare cash for deposit. Able to detect discrepancies. Record and post deposited funds into appropriate ledgers. Assure that fund approval forms are prepared prior to payments to vendors. Prepare monthly bank reconciliation and payment process of IRS payroll taxes liabilities.

Comply and implement the Five Management System policies and procedures. Be able to prepare the three basic financial statements in compliance to Governmental Accounting Standards Board (GASB). Enter daily transactions using a fund accounting software, ability to perform daily entries with knowledge of debits and credits. Ensure third party tax liabilities are satisfied in compliance to Navajo Nation, State and Federal Agencies.

Responsible for the proper administration of the budget as approved. Determine funds available and prepare source documents for budget transactions. Record the entries in the accounting system. Ensure each fund is assigned a fund code which is applied by the accounting system to affect a specific level of budgetary control. Ensures adjustments and transfers are properly approved and supplied with supporting documents.

Provide clarification and interpretation of the chapter fiscal polices, such as the travel policy, scholarship, financial assistance, etc. and other pertinent laws regarding fiscal matters. Verify billing statement, prepare for payments to vendors, comply with all procurements laws.

Perform a variety of office work such as typing, answer telephone calls, direct inquires to other programs. Perform a full range of clerical duties daily, maintain supplies and equipment, and conduct an annual inventory. Arrange meetings, conferences, appointments and interviews for chapter officials, delegates, and community members.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED, supplemented by college level courses 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/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of basic business math, bookkeeping practices and principles; public relations/customer service principles, practices and techniques. Involves collaboration and coordination with other chapters and local community vendors, resources, programs and departments, so that community members will receive the chapter assistance. Collaboration and coordination with community services requires professional interaction, advocacy and understanding of the resources, policies, procedures and Skill preparing and maintaining accurate records, reports, and files; understanding and following oral and written direction, utilizing computer accounting software to input data, maintain and update records and files; establishing cooperative work relationships with those contacted in the course of work. Ability to assess and resolve accounting functions of the chapter financial status. Prepare budgets & expenditure reports, collect money, prepare daily cash receipts journal and data entry and Prefer bilingual (Navajo/English) languages and to interpret political relating to financial management.

**License/Certification Requirements:**

Valid State Driver's License, *preferred*.

**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**