THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0288318** Date Posted: **11/18/13**

POSITION NO: **202535** Closing Date: **12/03/13**

CLASS CODE: **1520**

POSITION TITLE: **ACCOUNTS PAYABLE SUPERVISOR**

DEPARTMENT NAME: **Office of the Controller - Accounts Payable Section**

DEPARTMENT NO: **28** WORKSITE LOCATION: **Window Rock, AZ**

WORKS DAYS/HOURS:

Days: **Mon - Fri**

Hours: **8:00am - 5:00pm**

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration: _____

Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **Y62A**

SALARY:

$ **33,030.40** Per Annum

$ **15.88** Per Hour

DUTIES AND RESPONSIBILITIES:

Supervises the Accounts Payable Section staffs comprised of one (1) associate accountant, eleven (11) account maintenance specialists and one (1) office assistant, that is primarily accountable for all Accounts Payable Trade accounts by maintain, review, verify data accuracy and perform account analysis for all fund types of disbursements include general fund, federal funds, proprietary funds, enterprise funds. Guarantee the integrity of the Accounts Payable module by running integrity reports on daily, weekly, monthly, quarterly and annual basis. Uphold correspondence to all vendors and make certain payments are processed includes processing of automatic accounting instructions (AAIs) packages. Make sure the disbursement batch is reconciled and balances to the General Ledger and all reconciling items are cleared and posted by month end closing. Attend any meetings regarding the assigned accounts. Assist Accounts Payable and Cashiers Section with any issues or concerns regarding the AP module check write generation and other payment instrument. Provide statistical data for all assignments on a daily, monthly, and quarterly basis. Assist departments, programs, auditors and all others with account payable accounts. Monitor and maintain all Navajo Nation IRS tax issuance of Form 1099-M and other assignment by Manager and Controller.

Education, Experience and Training:

An Associate's degree in Accounting or related field; and two (2) years of increasingly responsible bookkeeping and clerical accounting experience, one (1) year of which must have been in supervisory capacity; 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 the employment application).***

PREFERRED : Two (2) years accounts payable accounting system experience at the professional level in private or government with a large volume in liabilities. Previous job experience in governmental accounting and computerized accounting software.

Special Knowledge, Skills and Abilities:

Preferably skills in appropriate:

X Date Entry X Data Base Management X Demonstrate bilingual Navajo/English

Software Proficiency (List Applications)

- Microsoft Office
- Report Writer
- JDE FMIS

Working Conditions and Physical Effort:

Work is performed in a typical office environment.

License/Certification Requirements:

Valid State Drivers License. Any training certificates applicable to the job are ***PREFERRED.***

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 01-15-99***