THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**EPA0159653**	DATE POSTED:	**12/22/14**
POSITION NO:	**241745**	CLOSING DATE:	**01/08/15**
POSITION TITLE:	**Accounting Clerk**		
DEPARTMENT NAME / WORKSITE:	**EPA/Waste Regulatory Compliance Department, Window Rock, AZ**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB56A
WORK HOURS:	8:00am-5:00pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 20,300.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.76	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

The Accounting Clerk will be responsible for collecting payment from the owners, operators, distributors monthly tariff, yearly annual tank fees, monitoring fees and penalty fees; making sure that all checks are accounted for and making sure that certain check amounts are distributed into 20% and 80% before depositing to the Division of Finance; will keep a running total of all incoming checks whether they are tariff/tank/monitoring/penalty fees; will maintain a current ledger of Business Unit expenditures; will maintain files of all tariff reports, maintain data files on all old/new USTs/installation and abandoned USTs; will be responsible for corresponding with the owners, operators, distributors in regard to their USTs. Submit Deposit Report on a monthly and quarterly basis to the Department Manager. Submit monthly and quarterly reports. Assist front desk by answering phone calls, referring/distribute to appropriate staff/office, other duties assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of financial records and data entry experience.

Preferred Qualifications:

- Six (6) college credit hours in accounting.
- Proficient in Microsoft Office software or other computer applications.
- One (1) year of bookkeeping experience.

Special Requirements:

- Possess a valid state driver's license.

(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 in Navajo laws, policies and regulations. Ability to deal with different types of behaviors/attitudes of people. Considerable knowledge of automated accounting software, complicated accounting practices and procedures. Knowledge of basic accounting principles and practices, basic mathematical computations, bookkeeping, effective communications skills with staff and business. FMIS certification is a plus.

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