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

REQUISITION NO: **DNR0585021** | Date Posted: 12/27/11

POSITION NO: 241955 | Closing Date: 01/10/12

CLASS CODE: 1525

POSITION TITLE: **Accounting Technician**

DEPARTMENT NAME: DNR/Navajo Parks and Recreation Department - Monument Valley Tribal Park

DEPARTMENT NO: 58 | WORKSITE LOCATION: Monument Valley, AZ

WORKS DAYS/HOURS:
Days: Mon-Friday
Hours: 8am - 5pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R57A

SALARY:
$ 20,862.40 Per Annum
$ 10.03 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs technical accounting duties, will work as support staff to the Accountant or organization engaged in the control and maintenance of accounting records, will assist with overseeing the Monument Valley Tribal Park's budgets and other closely related financial management transactions, work performed requires a broad practical knowledge of the accounting profession; performs other related work as assigned.

Prepares, reviews and processes financial documents; validates, controls, and maintains accounting transactions and accounting records involving the department's budget accounts; will assist with reconcilations of subsidiary ledgers with central general ledgers having a variety of transactions; be able to research ledgers and makes proper adjustments; assures agreement among reconciled accounts; reviews records to identify source of discrepancies and brings account into balance; abstracts financial data reflecting financial condition and operating status of department or program; closes accounts and prepares balance sheets and financial statements.

Receives and reviews purchase requisitions/orders; requests for payment, invoices, budget transfers/modifications, travel authorizations and other documents filed against obligated funds; certifies payment to assure compliance with obligation; maintains and makes necessary adjustments to various records; sorts documents and posts debits/credits to proper accounts; balance entries and make necessary corrections; records simple department records; answers questions/inquiries regarding work being performed; prepares forms or encodes materials for data input or record keeping; prepares or checks invoices, requisitions and other documents for processing; will be the Reconciler for PCard holders in the department.

Assist with verifying billing statements and prepares for authorization; checks for accuracy, completeness and compliance with tribal regulations; compiles numerical and statistical information for report purposes or financial statements; generates a variety of reports from computer records; makes and checks relatively complex numerical and statistical calculations; processes specialized information, reports and forms into the financial accounting system; contacts various Nation personnel and vendors to resolve discrepancies or problems.

**QUALIFICATION REQUIREMENTS:**

High School Diploma or GED, supplemented by college level courses in bookkeeping and/or accounting. ***(to receive full credit for education applicant must submit transcripts, degrees and current certificates)***

**Experience:**

Two (2) years increasingly responsible bookkeeping and clerical accounting experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**Special Knowledge, Skills and Abilities:**

Knowledge of accounting methods and practices to accurately conduct analysis and to validate transactions including the resolution of inconsistencies; knowledge of accounting, budget preparations, financial transactions with tracking and recording budget transactions; knowledge of automated accounting practice to reconcile errors; knowledge of basic business math; bookkeeping practices and principles; knowledge of public relations/customer service principles, practices and techniques; Skills in preparing and maintaining accurate records, reports and file system; skill in understanding and following oral and written directions; in utilizing computer spreadsheet, MS Excel Software to research, maintain and update records and files; Skill in establishing cooperative work relationships with other Nation personnel, vendors and other contact personnel in the course of work.

***VETERANS PREFERENCE APPLIES***

**License/Certification Requirements:**

Must possess a Valid State Drivers license and obtain a Navajo Nation Operators Permit within 90 days of employment.

***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.*** ***Revised: 1-15-99***