

ACCOUNTING CLERK

DEFINITION: Under immediate supervision, performs routine data entry regarding a variety of expenditures including fixed assets, purchase orders, invoices, timesheets, payroll, direct payment reports and requests, and award letters; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Receives and enters financial documents into computer database for encumbrances; verifies totals for accuracy; checks balances and contract end dates; distributes to appropriate office for further processing; calculates totals for account balances and month end reports; prepares required reports; maintains financial records; ensures strict confidentiality of financial records; assists other staff with double checking balances on worksheets for account close out; closes out folders and prepares for storage.

Receives, date stamps, and logs in incoming mail; sorts and distributes to appropriate department/individual; provides assistance to visitors and departments; answers calls and routes to appropriate individuals; maintains property number assignments for fixed assets; forwards required documents to property management; provides updated balances or status of accounts for departments; obtains signatures on important or rush orders; tracks down missing or misdirected payments; assists with filing, updating reports, typing reports and making copies.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of Navajo Nation Procurement processes and procedures.
- Knowledge of basic mathematical calculations.
- Knowledge general office practices and procedures.
- Knowledge of computer accounting hardware, software and peripherals.
- Knowledge of approved vendor accounts.
- Knowledge of customer service and public relations practices.
- Knowledge of basic accounting methods and procedures.
- Skill in accurately maintaining and updating database files and records.
- Skill in accurately and timely processing purchase requisitions, invoices and contracts.
- Skill in accurately and timely completing data entry and verifying balance retrievals.
- Skill in accurately maintaining, tracking and receipting inventory, debits and credits.
- Skill in utilizing public relations techniques when responding to requests, inquiries and complaints.
- Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires lifting of boxes and records weighing up to 30 pounds, frequent data entry and filing of hard copy.

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.

THE NAVAJO NATION

Class Code: 1360
Administrative and Office Support Series
Office Support Group
Overtime Code: Non-Exempt
Pay Grade: 56

ACCOUNTING CLERK

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.