

FINANCIAL SERVICES SPECIALIST

DEFINITION: Under supervision, performs skilled tasks involving the application of accounting principles to maintain financial accounts and records for the Navajo Nation council delegates, standing committees and commissioners; performs a wide variety of routine administrative tasks; 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:

Maintains financial accounts and records including posting of expenditures, preparing summary statements, and entering data into records of original entry; develops and modifies simple spreadsheet applications; follows specific accounting procedures to ensure efficiency and accuracy; updates financial records; prepares and submits monthly analysis of expenditures; keeps records and reports that assist in the development and preparation of budgets and expenditure plans; gathers and analyzes fiscal data for special reports or inquiries.

Prepares and maintains budget for standing committees, programs and commissions; makes adjustments as necessary in accordance with established policies and procedures; makes travel arrangements and prepares travel authorizations and reimbursements for standing committees; updates expenditure balance and cost summaries; submits Navajo Nation Council and standing committee roll call sheets and claim forms to appropriate financial office; picks up and distributes reimbursement checks to delegates; attends meetings; receives calls and provides assistance on inquiries regarding financial assistance.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing tribal operations relative to the principles and techniques of reimbursement and disbursement of funds.

Knowledge of computer software and peripheral equipment.

Knowledge of accounting or business practices and methods.

Skill in preparing and maintaining accurate records, reports and files.

Skill in utilizing computer databases to research, maintain, and update records and files.

Skill in establishing cooperative work relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Accounting, Business Administration or a related field; and two (2) years responsible accounting or finance experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

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.