

### **ACCOUNTING CLERK SUPERVISOR**

**DEFINITION:** Under general supervision, performs skilled basic accounting work of moderate difficulty involving technical maintenance of fiscal records applying standard accounting principles and methods; supervises, trains and coordinates the activities of accounting clerks ensuring that all clerical responsibilities are performed in the most efficient and timely manner; 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:**

Plans, assigns, supervises, and coordinates the preparation and maintenance of records and reports; develops and implements changes to work schedules, work assignments, processes or methods to meet operational needs and ensure achievement of work objective; monitors activities of subordinates; conducts performance appraisals; responds to requests for information based on substantial knowledge of accounting procedures/coding; reconciles various accounting documents for accuracy and completeness in compliances with Generally Accepted Accounting Principles.

Determines the appropriate index and object codes required for posting and processing; checks and verifies all journal entries for accuracy and completeness; monitors the rate of expenses to prevent over-expenditures on a given budget or account; gathers financial information and prepares special reports on the financial status of projects, contracts or accounts; verifies and/or reconciles deposit of funds from staff and departments; prepares required reports; performs special projects.

Reviews financial reports produced by data processing; provides technical assistance on Navajo Nation procurement laws and policies, encumbrance document processing, budget status and budget analysis; analyzes records of expenditures and encumbrances and recommends necessary changes; formulates, recommends and implements changes to policy or procedure when needed; interprets applicable policies and procedures; may be delegated in the absence of the Accounting Manager.

Performs skilled accounting tasks involving the application of bookkeeping principles to the maintenance of financial accounts and records that includes posting to receivable and disbursement records; performs basic arithmetic computations, enters data to records of original entry, prepares summary statements, and checks forms for completeness and accuracy.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of general governmental accounting and financial administration principles and practices including automated accounting systems.

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting.

Knowledge of modern office procedures and practices, used in accounting transactions, including record keeping and data security methods and techniques.

Knowledge of supervisory methods and techniques.

Skill in operating and developing computer databases and spreadsheet files.

Skill in reviewing and analyzing a variety of accounting records and reports necessary to document the receipt, allocation, and distribution of funds in a government setting.

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

Skill in supervising subordinate staff.

THE NAVAJO NATION

Class Code: 1521  
Financial Management and Control Series  
Financial Support Group  
Overtime Code: Non-Exempt  
Pay Grade: 60

**ACCOUNTING CLERK SUPERVISOR**

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

**MINIMUM QUALIFICATIONS:** 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 a lead or supervisory capacity; 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.