

ACCOUNTING TECHNICIAN (CASHIER)

DEFINITION: Under general supervision, performs routine accounting, processing, receipt and disbursement of Navajo Nation funds according to Generally Accepted Accounting Principles; 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, verifies and signature stamps all checks; pulls checks for amounts over \$5,000 for second signature; sorts checks according to codes, prepares for mailing and distribution; disburses checks including payroll, initial grants, foster care, general assistance, advances, travel advances, chapter house allocations/housing discretionary checks, travel reimbursements, vendors and council delegate checks; tracks missing or misdirected checks.

Recaps and maintains record of all disbursements by recording receipt numbers and total deposit amount; prints out daily transaction records including home and personal loan payments; verifies all cash counts; maintains record on recap sheets of total cash and checks; verifies account numbers and corrects errors; reconciles cash boxes against Cashier Register Terminal; prepares deposit and batch; prepares envelopes for receipts for Cashier and Accounts Receivable.

Issues field cash receipt (FCR) books; receives receipts, deposits and status reports for field cash collectors, verifies all cash and money orders collected against field cash receipts, inputs check number and dollar amount into cashier register terminal, and issues receipt; responds to incoming calls and assists vendors, departments or payee regarding processing or pickup of funds; assists employees with setting up direct deposits; provides clearance signature on Personnel Action Forms for employees who terminate from their job.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation Procurement processes and procedures.

Knowledge of Generally Accepted Accounting Principles.

Knowledge of general office practices and procedures, customer service and public relations practices.

Knowledge of computer accounting hardware, software and peripherals.

Knowledge of approved vendor accounts.

Skill in accurately maintaining and updating database files/records.

Skill in accurately, timely processing purchase requisitions, invoices and contracts.

Skill in accurately, timely completing disbursements, deposits and reconciliation.

Skill in accurately maintaining, tracking, receipting inventory debits and credits.

Skill in utilizing public relations techniques when responding to request, inquiries or complaints.

Skill in the use of personal computers.

Skill in communicating effectively both orally and in writing.

Skill in operating calculator to run tapes on all checks.

Ability to perform mathematical calculations rapidly and accurately.

Ability to establish and maintain effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires extended periods of standing/walking to disburse checks in an office environment.

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MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and three (3) years of bookkeeping or accounting experience.

PREFERRED QUALIFICATIONS:

- One (1) year of banking experience.
- Proficient in Microsoft Office software or other computer applications.
- Customer services experience.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbents must obtain a valid 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.