

CHAPTER ACCOUNTING TECHNICIAN

DEFINITION: Under general supervision, performs work of moderate difficulty, such work supports professional accountants and chapter administrative staff engaged in the control and maintenance of accounting records, budgets and other related financial management transactions; 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:

Performs a full range of accounting practices that are well defined, standardized and detailed; assures tasks are carried out in accordance with accounting methods and practices that are in place and practiced by the respective organization; provides administrative support and technical assistance to chapter staff in budget development, setting up ledgers, journals, recording financial transactions and accounting of their financial records and preparing financial expenditure reports; assists in the development and maintenance of internal controls for chapter financial management system; conducts on-site monitoring to ensure compliance with Five Management System policies and procedures; assists with the preparation of financial management training materials; provides training for chapter administrative staff and officials on various accounting forms and chart of accounts.

Receives and logs in all incoming and outgoing financial documents; reviews and monitors all financial documents for assigned chapters, verifies account numbers, computations, funds availability, makes necessary corrections and posts to ledgers; maintains automated accounting system; ensures timely processing of all financial documents; reviews budget line items for proper entries; reconciles financial reports and bank statements, checks for missing checks and documents, investigates questionable financial transactions and canceled checks; maintains current files on all encumbrances and open commitments, and closes financial documents; attends meetings and training.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation rules, regulations, mandates, policies and procedures related to fund accounting and management.

Knowledge of Generally Accepted Accounting Practices (GAAP) methods and practices.

Knowledge of computer hardware, software and peripherals.

Knowledge of general office practices and procedures.

Knowledge of Financial Management Informational Systems for governmental entities.

Skill in monitoring a variety of funding sources for compliance with regulations.

Skill in entering and retrieving financial data.

Skill in maintaining, tracking, receipting and reconciling governmental accounts.

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 involves a minimum of physical effort primarily in an office setting with occasional work in the field to chapter sites for training and reviewing of accounting practices.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; supplemented by college level courses in bookkeeping and/or accounting; and two (2) years of bookkeeping or accounting experience.

THE NAVAJO NATION

Class Code: 1530
Financial Management and Control Series
Accounting Support Group
Overtime Code: Non-Exempt
Pay Grade: 59

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PREFERRED QUALIFICATIONS:

- Two (2) years of responsible government/fund accounting experience.
- Proficient in Microsoft Office software or other computer applications.

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.