

ACCOUNTS MAINTENANCE SPECIALIST (AP/PCARD)

DEFINITION: Under general supervision, performs accounting and data input duties requiring a working knowledge of assigned accounting functions within the Office of the Controller Accounts Payable or Purchase Card sections; performs work within established procedures entering data to records of original entry, preparing payments for invoices, direct payments, travel reimbursements, travel advances and general claim forms; 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:

Reviews financial documents to ensure compliance with Navajo Nation Travel Policy and/or Federal Travel Regulations; performs PCard payments; enters financial payments into the Financial Management Information System (FMIS); receives various financial documents including request for Direct Payments, Purchase Orders invoices, Contract (Receiving Record) invoices, travel reimbursement claims, travel advances and General Claim Forms; enters and posts debits/credits to proper accounts in FMIS.

Enters data into the Wells Fargo Commercial Electronic Office (CEO) portal, data entries include adding or deleting business unit numbers, increasing or decreasing credit limit for cardholders, change in assignments, role type for cardholders, and ordering new card for employees requesting P Card; reviews and audits Commercial Card Expense Reporting (CCER) packets to ensure compliance with the Purchase Card Policies, Procedures and Regulations, Travel Policies and Procedures, Federal Travel Regulations and the Navajo Nation Procurement Rules and Regulations.

Performs journal entries for corrections, voiding payments and reissuing payments to vendors; researches and prepares financial documents for the Nation's auditors, i.e., copies of checks for requests for direct payments, purchase orders, contracts receiving reports, travel reimbursement claims, general claim forms, P Card applications, requests for credit limit increase or decrease and related memoranda; maintains cardholder files for PCards under external fund and general funds; provides training for program employees; addresses daily email/phone requests and questions.

Plans, assigns, analyzes, processes and remits payment for all vendor payables, employee reimbursements and credit card statements; coordinates the accounts payable activities with Accounting Manager; reviews, posts and codes payment and processing of accounting documents for the Accounting Manager; reviews reports to identify and trace sources of error and makes necessary corrections; performs research to locate accounting input errors; performs verification and reconciliation activities for assigned accounts of a complex nature.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Thorough knowledge of accounts payable and purchase card.

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 recordkeeping and data security methods and techniques.

Skill in operating and developing computer databases and spreadsheet files.

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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 time management.

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

Skill in understanding and following oral and written directions.

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.

Ability to meet deadlines, achieve and maintain productivity levels.

Ability to demonstrate tenacity and due diligence in following up on outstanding issues to ensure customer satisfaction.

Ability to demonstrate attentiveness to accuracy and detail.

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

MINIMUM QUALIFICATIONS:

- A high school diploma/GED, supplemented by college level courses in bookkeeping and/or accounting; and three (3) years of increasingly responsible bookkeeping and/or accounting experience; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.
- A favorable background investigation.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Business Administration or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- Experience in the preparation of financial documents.
- Financial Management Information System (FMIS) certification.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must obtain FMIS Certification within 30 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.