



**THE NAVAJO NATION**  
**DEPARTMENT OF PERSONNEL MANAGEMENT**  
**JOB VACANCY ANNOUNCEMENT FORM**



*To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application. The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo preference in Employment Act and Veterans preference.*

**POSITION TITLE:** Accounting Technician (Cashier) 202592

**REQUISITION NO:** OOC02888068

**DATE POSTED:** 06/17/2025

**POSITION NO:** 202592

**CLOSING DATE:** 7/1/2025

**DEPARTMENT:** Cashier's Section

**EMPLOYMENT TYPE:** REGULAR FULL TIME

**WORKSITE:** Window Rock, AZ

**EMPLOYMENT DURATION (TEMP):**

**WORK DAYS:** Monday - Friday

**GRADE/STEP:** CL58A

**WORK HOURS:** 40 HRS/Week

**ANNUALLY:** \$31,257.36

**SENSITIVE:** Yes

**HOURLY:** \$14.97

**DUTIES AND RESPONSIBILITIES:**

Under general supervisor, performs routine accounting, processing, receipt, and disbursement of Navajo Nation funds according to Generally Accepted Accounting Principles; performs related work as assigned. Communication skills: Communicate has been a huge key within Cashier's Section and co-workers have strive. Share important new information. Uses sound statistical methods to forecast accuracy, need to produce tangible, positive impact in the works area. Need to work on encouraging administrative efficiency and effectiveness, prevent unproductive responses. Provide excellent customer services to all NN employees, vendors, NN department/programs and the public. Receives, verifies and signature stamps all checks; requires 2 authorized signatures for checks above \$5,000.00; sort checks according to FMIS handling codes, prepares for mailing and distribution; disburse checks including payroll, general/grant funds, initial grants, general assistance, TANF, foster cares. Collect deposits from department/programs, record check number and dollar amount into FMIS AR module and create a receipt; verify all cash/credit card, Business Unit numbers and errors; print out Programs daily transactions. Create Bank Journal Report, balance the daily deposit recapitulation and maintain record of all daily revenues. Work with Wells Fargo Commercial Electronic Office Portal to record NN department positive pay daily and weekly check/ACH for fraud positive pay processing. Respond to incoming calls and assist vendors, department/programs; provides clearance signature on Personal Action Forms (PAF) for NN employees. Perform other duties as being delegated from co-workers of authority for covering daily operation. Perform other assignments by the Accounting Manager/Controller. Perform the duty of transporting the daily deposits to Wells Fargo using the tribal vehicle as needed.

**QUALIFICATION REQUIREMENTS (EDUCATION, EXPERIENCE and TRAINING)**

**MINIMUM QUALIFICATIONS:**

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

or an equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

**SPECIAL, KNOWLEDGE, SKILLS and ABILITIES:**

Knowledge of Navajo Nation Procurement processes and procedures  
Knowledge of Generally Accepted Accounting Principles  
Knowledge of general office practice and procedure, customer service and public relationship practices  
Knowledge of compute accounting hardware, software and peripherals  
Knowledge of approved vendor accounts  
Skill in accurately maintaining and updating database files/records  
Skill in accurately, timely completing disbursement, deposits and reconciliation  
Skill in accurately maintaining, tracking, receipting debits and credits  
Skill in utilizing techniques when responding to request inquires to complaints  
Skill in the use of personal computers  
Skill in communicating effectively both orally and in writing.  
Ability to perform mathematical calculations rapidly and accurately  
Ability to establish and maintain effective working relationships  
Skill in operating a 10-keys calculator tapes on checks.

**ADDITIONAL INFORMATION APPLICANT SHOULD KNOW:**