

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0449607
POSITION NO: 936198
CLASS CODE: 1525

Date Posted: 07/06/09
Closing Date: 07/17/09

POSITION TITLE: Accounting Technician
DEPARTMENT NAME: Office of Special Education & Rehabilitation Services
DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N570A
Days: Mon-Fri Permanent: SALARY:
Hours: 40 Temporary: Duration: \$ 20,134.40 Per Annum
Part-Time: No. of Hrs/Wk: \$ 9.68 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs technical accounting duties of moderate difficulty. Performs a variety of non-professional accounting duties that are relatively complex and demanding; independently performs a full range of the accounting practice that are well defined, standardized and detailed; assures day-to-day tasks are carried out in accordance with accounting methods and practices that are in place and practiced by the respective organization; classifies accounting transactions; maintains and reconciles accounts. Prepares, reviews and processes financial documents; validates, controls, and maintains accounting transactions and accounting records involving multiple accounts; reconciles subsidiary ledgers with central general ledgers having a variety of transactions; researches ledgers and makes proper adjustments; assures agreement among reconciled accounts; reviews records to identify source of discrepancies and brings account into balance; abstracts financial data reflecting financial condition and operating status of department or program; closes accounts and prepares balance sheets and financial statements.

Receives and reviews purchase requisitions/orders, requests for payment, invoices, budget transfers/modifications, travel authorizations and other documents filed against obligated funds; certifies payment to assure compliance with obligation; maintains and makes necessary adjustments to various records; sorts documents and posts debits/credits to proper accounts; balances entries and makes necessary corrections; records simple bank statements or department records; answers questions/inquiries regarding work being performed; prepares forms or encodes materials for data input or record keeping; prepares or checks invoices, requisitions and other documents for processing. Verifies billing statements and prepares for authorization; checks for accuracy, completeness and compliance with tribal regulations; compiles numerical and statistical information for report purposes or financial statements; generates a variety of reports from computer records; makes and checks relatively complex numerical and statistical calculations; processes specialized information, reports and forms into the financial accounting system; contacts various Nation personnel to resolve discrepancies or problems.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting; and

Experience:

two (2) years increasingly responsible bookkeeping and clerical accounting experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of accounting methods and practices to accurately conduct analysis and to validate transactions including the resolution of inconsistencies.

Knowledge of accounting, budget and financial transactions associated with tracking and recording budget transactions.

Knowledge of automated accounting practice to reconcile errors.

Knowledge of basic business math.

Knowledge of bookkeeping practices and principles.

Knowledge of public relations/customer service principles, practices and techniques.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99