

THE NAVAJO NATION
DENNEHOTSO CHAPTER - WNA
JOB VACANCY ANNOUNCEMENT

DATE POSTED: 02/27/17
CLOSING DATE: 03/10/17

POSITION TITLE: **Accounts Maintenance Specialist**

DEPARTMENT NAME / WORKSITE: DENNEHOTSO CHAPTER

WORK DAYS: Monday - Friday REGULAR FULL TIME:

WORK HOURS: 8:00 AM - 5:00 PM PART TIME: NO. OF HRS./WK.: **40 HOURS** \$ _____ PER ANNUM

SEASONAL: DURATION : \$ 16.46 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Prepares and verifies amounts and codes for various standard entries, data input, or other forms; encodes and obtains necessary approvals for processing; sorts documents and posts debits/credits to proper accounts; balances and reconciles accounting records with tribal accounting system; makes necessary corrections. Reviews reports to identify and trace sources of error and makes necessary correction; performs research to locate accounting input errors; performs verification and reconciliations activities for assigned accounts of a complex nature; maintains a variety of records pertinent to accounting processes or procedures, such as records of cash receipts, cash deposits, property control records, accounts payable or accounts receivable. Verifies billing statements and prepares for authorization; checks for completeness and compliance with tribal regulations; contacts various Nation personnel to resolve discrepancies or problems; answers inquiries regarding work being performed; complies numerical and statistical calculations; processes specialized information, reports and forms into the financial system.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting: and three (3) years of increasingly responsible bookkeeping or clerical accounting experience.

Special Requirements:

Possess a valid state driver's license. A favorable background investigation is required.(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense.) (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.)

Special Knowledge, Skills and Abilities:

- * Knowledge of basic business math.
- * Knowledge of bookkeeping practices and principles.
- * Knowledge of public relations/customers service principles, practices and techniques.
- * Skill in preparing and maintaining accurate records, reports, and files.
- * Skill in understanding and following oral written directions.
- * Skill in utilizing computer databases to research, maintain, and update records an files.

1. DENNEHTOSO CHAPTER EMPLOYMENT APPLICATION
2. Proof of Valid State Driver's License
3. RESUME'
4. LETTER OF INTEREST
5. HIGH SCHOOL DIPLOMA / GED
6. 3 LETTERS OF RECOMMENDATIONS

* QUALIFIED APPLICANTS WILL BE CONTACTED BY MAIL FOR INTERVIEWS.

INCOMPLETED APPLICAITONS WILL NOT BE CONSIDERED.