

**THE NAVAJO NATION
TOLIKAN (SWEETWATER) CHAPTER
JOB VACANCY ANNOUNCEMENT**

POSITION NO: <u>TC-22-001</u>	DATE POSTED: <u>03/25/22</u>
POSITION TITLE: <u>Administrative Assistant</u>	CLOSING DATE: <u>OUF</u>
DEPARTMENT NAME / WORKSITE: <u>Tolikan (Sweetwater) Chapter Administration</u>	
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/>
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>
	NO. OF HRS./WK.: _____
	DURATION : _____
	GRADE/STEP: <u>BQ62A ?</u>
	\$ <u>38,836.80</u> PER ANNUM
	\$ <u>18.60</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Maintains positive public relations between chapter administration, officials, and community membership. Maintains accurate and updated official chapter financial documents. Operates and maintains Chapter accounting system. Maintains cash receipts, fund ledgers, financial reports, expenditure reports, payroll, and taxes, IRS state unemployment, worker compensation, sales tax, and Chapter insurance liabilities. Maintains official Chapter records as outlined in the FMS manual. Researches sources of error and makes necessary corrections. Maintains and generates reports with Chapter accounting system. Ensures that all cash disbursements have supporting documents and funds available. Verifies billing statements and prepares for authorization; checks for completeness and compliance with tribal regulation; contacts various Nation personnel to resolve discrepancies or problems; answers inquiries regarding work being performed; compiles numerical and statistical information for report purposes or simple financial statement; 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 and others.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate Degree in Business or related field. Supplemented by college level courses in bookkeeping and/or accounting; and three (3) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education and experience.
- Bilingual Speaker: Navajo/English speaking person.

Special Requirements:

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

<<A favorable background investigation>>

(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/customer service principles, practices and techniques.
- 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

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