



BECLABITO CHAPTER

HC 61 Box 20
Shiprock, New Mexico, 87420-9064
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beclabito@navajochapters.org

JOB VACANCY ANNOUNCEMENT

Position:	Administrative Assistant	Pay:	\$19.53	Closing date:	OUF
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Essential Functions: Under the general supervision of the Manager perform clerical accounting & bookkeeping, & perform a full range of secretarial, office, & administrative support work. Collect & compile statistical, financial, personnel, records, property, projects, & other pertinent data. Prepare summary statements & reports for approval. Review documents & operations for continual improvement. Work within established policy & procedures. Assist in completing complex tasks, assignments, and community improvement initiatives.

Tasks: Perform complex numerical & statistical calculations & enter them on a variety of forms. Maintain record of encumbrances & expenditures coded to proper accounts in accordance with prescribed accounting processes & procedures. Verify invoices for payment. Manage & keep records of cash receipts, post debit/credits amounts, & bank deposits. Prepare financial reports; transactions, reconciliations, liabilities, assets, balances. Prepare tribal, state & federal budgets & comply with requirements like worker's comp, W-9, W-4, W-2, 941's, and others. Identify & trace errors & make necessary corrections.

Interact with entities like state, tribal, federal, private (vendors), Chapter Officials, and the general public. Provide sound communication, assistance & guidance, & report discrepancies for resolution while safeguarding all assets; financial, personnel, property, & all others. Assist in the deployment of community projects such as summer youth employment (high school/college), public employment, & other enrichment & wellness programs & projects. Schedule & coordinate meetings, hearings, events, & interviews. Assist in the continual updating of the Chapter website, marquee sign, & other forms of communication to maintain strong networks & partnerships.

Have proficiency in interpreting & exercising policy & procedures in property, inventory, personnel, records, & plans of operations for various functions such as scholarship & housing improvement assistance, equipment use, & sub-committees (i.e. LGA-5 management system). Maintain existing filing systems; manually, automated, or digitally for continual operations upgrade to ensure sound property, financial, internal, & pertinent audits.

Knowledge:

- Financial bookkeeping, data entry, budgeting, & accounting principles & practices.
- Office management & administrative support principles & practices.
- Ability to use various computer software for accounting (MIP), word processing, publishing, & databases.
- Ability to perform research & queries accurately to provide best outcomes.
- Skilled in professional etiquette & maintaining positive relationships/networks.

Special Requirement:

- Obtain a government driving permit within sixty (60) days.
- Speak Navajo & English.

MINIMUM QUALIFICATIONS: A valid driver's license, three (3) years of accounting, clerical, office management, and administrative support experience.

PREFERRED QUALIFICATIONS: Possess an associate degree in business, accounting, or related field. Five (5) year extensive experience in Administration.

CONTACT: Send resume via e-mail to beclabito@navajochapters.org. For questions please call 928-656-3265.

*President – Melissa Kelly Vice President – Hazel J. Sherman Secretary/Treasurer – Susie A. John
Council Delegate – Amber Kanazbah Crotty Grazing Official – Renita Anderson*