



Tólikan Chapter  
P.o. Box 105 Teec Nos Pos, Arizona 86514  
(928) 429-0977  
Email: [sweetwater@navajochapters.org](mailto:sweetwater@navajochapters.org)

## TOLIKAN (SWEETWATER) CHAPTER JOB VACANCY ANNOUNCEMENT

DATE POSTED: 02/18/2026  
CLOSING DATE: 03/04/2026

POSITION NO.: \_\_\_\_\_

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME/WORKSITE: Tolikan (Sweetwater) Chapter Administration

WORK DAYS: Monday-Friday

WORK HOURS: 8:00 am-5:00 pm

REGULAR FULL TIME:

PART TIME:

SEASONAL:

TEMPORARY:

GRADE/STEP:

PERANNUAL:

\$20.12 PER HOUR

### Duties

Must maintain positive public relations between chapter administration, officials, and community residents. 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, property inventory, sales tax, and Chapter insurance liabilities. Maintains official Chapter records as out line 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 Navajo Nation personnel to resolve discrepancies or problems; answers inquiries regarding work being performed; complex numerical and statistical information for report purposes or simple financial statement; processes specialized information, reports and forms into the financial accounting system and other duties.

### Responsibilities:

### 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

#### Special Requirements:

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

<<A Background Investigation>>

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, and other appropriate documents must be submitted 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 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.**