

**THE JUDICIAL BRANCH OF THE NAVAJO NATION  
JOB VACANCY ANNOUNCEMENT**

**POSITION NO:** 242020

**Date Posted:** 7/11/2024

**CLASS CODE:** 9132

**Closing Date:** 7/20/2024

**POSITION TITLE:** Financial Specialist

**DEPARTMENT NAME:** Administrative Office of the Courts

**WORKSITE LOCATION:** Window Rock, Arizona

<b>WORKS DAYS/HOURS:</b>	<b>POSITION TYPE:</b>	<b>SALARY INFORMATION:</b>
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$53,849.52 - \$56,814.48</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$25.79 - \$27.21</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Grade/Step: <u>CE65A - CE65C</u>

**DUTIES AND RESPONSIBILITIES:**

Under the immediate supervision of the Financial Services Director, performs financial and accounting responsibilities essential to the daily operations of the Navajo Nation Judicial Branch. Performs routine compliance monitoring based upon established Navajo Nation and other applicable policies and procedures. Provides accounting and administrative support to the Financial Services Director and technical assistance to Judicial Branch employees and external customers. Prepares financial documents in conjunction with the Purchasing and Contracting section, monitors requisition requests for compliance with Navajo Nation and other applicable policies and procedures, tracks requisition documents to ensure timely expenditure of funds. In conjunction with a purchasing entity, maintains an inventory of acquisitions received. Prepares, reviews, verifies, and processes transactions, including purchase requisitions, claims, journal entries, and revenue deposits. Enters journal entries to update the Judicial Branch's internal ledger monthly. Provides monthly updated reports to all business unit managers. Review FMIS reports, internal general ledgers, and bank statements for potential discrepancies or errors. In conjunction with the Budget Section and Financial Analyst, reviews expenses and recommends the Judicial Branch's annual and long-term financial needs. Monitor expenditures and revenues for compliance with Navajo Nation and other applicable policies and procedures. Develops, prepares, and provides training and technical assistance to Judicial Branch employees on matters within the Finance Section's responsibilities. Works closely with other section staff to collaborate on fiscal matters for the Judicial Branch as directed by the Financial Services Director. Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively to provide quality customer service.

**QUALIFICATION REQUIREMENTS:**

**Education, Training and Experience:**

A high school diploma or GED, training/education, and experience equivalent to a bachelor's degree in business, accounting, or finance, demonstrating the necessary job skills and proficiency.

**Special Knowledge, Skills and Abilities:**

This position requires the following knowledge:

Basic principles of accounting/bookkeeping, records and file management. Navajo Nation procurement practices. Basic office support practices and procedures.

This position requires the following skills:

Reviewing, assessing and handling a variety of financial documents. Using a personal computer with a variety of software applications.

**License/Certification Requirements:**

Must be FMIS 6B certified. Must possess a valid state driver's license. Within 90 days of employment, must obtain and pass a criminal background check; and, obtain a Navajo Nation Vehicle Operator's Permit. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.**

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

Revised: October 01, 2010