

# THE JUDICIAL BRANCH OF THE NAVAJO NATION

## JOB VACANCY ANNOUNCEMENT

POSITION NO: 245558 Date Posted: March 10, 2026  
 CLASS CODE: 9132 Closing Date: **March 24, 2026**  
 POSITION TITLE: **Financial Specialist**  
 DEPARTMENT NAME: Administrative Director of the Courts  
 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$56,001.16 - \$59,090.40</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$26.82 - \$28.30</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Grade/Step: <u>CL65A – CL65C</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.

#### Expense and Revenue Reconciliation

- 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.

#### Technical Assistance

- 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.

#### KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS

- Demonstrable track record of reliability and excellent performance in a finance setting.
- Requires attention to detail, time management skills, and the ability to prioritize a high volume of work to meet recurring deadlines.
- Knowledge of automated spreadsheets and other fiscal record-keeping systems.
- Knowledge of accounting principles and practices, including Generally Accepted Accounting Principles (GAAP).
- Ability to establish and maintain effective working relationships with those contacted during the work.
- Knowledge of laws, regulations, and government guidelines governing aspects of accounting operations, accounting principles, theory, and practices.
- Knowledge of public relations/customer service principles, practices and techniques.
- Knowledge of bookkeeping practices and principles.
- Skill in developing fiscal analysis and narrative reports.
- Skills in training and assisting personnel with finance and accounting practices and principles.
- Skill in reviewing, assessing, and handling various financial documents.
- Skill in preparing and maintaining accurate records, reports, and files.

**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**

**CONTACT INFO:** Judicial Branch Human Resources

Post Office Box 520 Window Rock, Arizona 86515

Telephone (928) 871-7025 or (928) 871-7023 ♦ Facsimile (928) 871-6862 ♦ Website [courts.navajo-nsn.gov](http://courts.navajo-nsn.gov)

- Skill in understanding and following oral and written directions.

#### **MINIMUM QUALIFICATIONS**

The successful candidate will have 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.

#### **PREFERRED QUALIFICATIONS**

- Associate's degree in accounting, business administration, or finance.
- Experience in the governmental sector, specifically related to finance and accounting.
- Familiarity with judicial/court systems.

#### **SPECIAL REQUIREMENTS**

Requires a valid state driver's license. Within 90 days of employment, must 1) pass a criminal background check, 2) obtain a Navajo Nation vehicle operator's permit, and 3) obtain Financial Management Information System (FMIS) 6B certification.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in the Navajo and English languages as a condition of employment.

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