



## **JOB VACANCY ANNOUNCEMENT**

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**JOB LOCATION** : Grants Accounting Department - Window Rock, Arizona  
**SALARY** : \$18.4703 per hour  
**CLOSING DATE** : Open Until Fill (OUF)

### **Class Summary:**

This class is the second of five levels in the Fiscal series. Incumbents perform specialized payroll, budgeting, or accounting functions requiring a more advanced knowledge of fiscal principles. Responsibilities may include preparing, reviewing, and processing payroll runs; processing tax records and related reports; reconciling accounts and statements; testing and maintaining support systems; updating training materials; preparing journal entries and vouchers; running routine and non-routine reports, and maintaining procedural documentation and compliance. The Fiscal Specialist is distinguished from the Fiscal Technician in that it performs duties requiring a more advanced and/or technical knowledge of the assigned area, as well as a high level of operational decision making.

### **Responsibilities:**

- Processes and documents transactions such as accounts payable and receivable, tracks budget accounts and expenses, reconciles bank statements, reconciles accounts and researches discrepancies, calculates payroll deductions, and performs related duties.
- Prepares basic financial statements, statistical, accounting, or operational records, and spreadsheets as assigned or directed. Maintains procedural documentation and compliance.
- Maintains general and subsidiary ledgers and corresponding accounts; compiles and reviews financial information to prepare journal entries for the general ledger, accounts payable, cash receipts, and vouchers; monitors financial information.
- Receives, processes, and/or prepares a variety of receipts, invoices, statements, payments, returned checks, fees, transactions, payroll transactions, budget changes, and/or related information.
- Prepares a variety of routine and non-routine reports related to fiscal activities; disseminates information and reports to appropriate individual(s).
- Performs other duties of a similar nature or level.

### **Required Skills:**

- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction
- Basic accounting principles and practices;
- Accounts payable/receivable and general ledger reporting techniques;
- Tabulating, recording, and balancing transactions;
- Preparing reports and records;
- Researching account discrepancies;
- Office procedures, methods, and equipment;
- Modern office equipment;
- Customer service principles;
- Data entry techniques;
- Basic mathematical concepts;
- Recordkeeping principles;
- Computers and related software applications

### **Required Experience:**

- Valid Driver's License
- Associate's degree or two-year technical certificate in accounting, business, or related field school or an Equivalency;
- Two years of progressively responsible payroll, accounting, or bookkeeping experience



NAVAJO HOUSING AUTHORITY

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**Fiscal Specialist**  
**Tracking Code: 1445-381**  
**Job Description**

### **How to Apply:**

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Email completed application packet to [nhahr@hooghan.org](mailto:nhahr@hooghan.org) or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.

11/06/23

**NHA is an EOE/ADA/V/NP/Federal IP Employer**