



JOB VACANCY ANNOUNCEMENT

LOCATION : Treasury Management – Window Rock, AZ
SALARY : \$15.1958 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the first of five levels in the Fiscal series. Incumbents perform technical accounting, payroll, billing, budgeting, and/or accounts payable functions. Responsibilities could include collecting and tracking rent payments; reviewing and balancing transactions and ledgers; preparing journal entries; preparing checks for payment; entering payments and accounts receivable information; printing and processing payments; and providing basic customer service. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Receives, reviews, prepares, and processes a variety of accounting and/or financial documents, which may include: accounts payables, accounts receivables, checks, rent payments, invoices, deposits, and/or related information.
- Enters a variety of financial information into spreadsheets and/or databases. Prepares journal entries and balances a ledger.
- Completes, tracks, and/or maintains a variety of records, logs, ledgers, and files.
- Posts financial information into appropriate accounts; reviews and resolves discrepancies of data entered.
- Prepares a variety of basic fiscal reports related to fiscal activities; disseminates information and reports to appropriate individual(s).
- Performs other duties of a similar nature or level.

Required Skills:

- Entering data;
- Tabulating, recording, and balancing transactions;
- Preparing basic reports and records;
- Compiling financial data;
- Providing customer service;
- Performing mathematical calculations;
- Using computers and applicable software applications;
- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Required Experience:

- Valid Driver's License
- One year of specialized or technical training beyond high school; and one year of general bookkeeping, advanced clerical, or related experience or an equivalency
- Three years of related experience

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 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.