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## Job Vacancy Announcement

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#### Accounting Technician

Job Description available on Kayenta Township website.

**Department:** Finance Department  
**Location:** Kayenta Township  
**Closing Date:** Open Until Filled  
**Grade:** 57

Salary: Depending on Experience (DOE)/Township sponsored employee benefits, including:

- 401(k) retirement saving
- Health, Dental, Life, & Vision Insurance
- Sick/Vacation/Holiday Pay

To apply for a vacant position, please submit the following (incomplete application and/or missing requirements will not be considered):

1. **Kayenta Township Employment Application**
2. **Résumé**
3. **Copy of Degrees/Certificates/Licensures**
4. **Three (3) Letters of Recommendation**

- Applicants are subject to criminal backgrounds for suitability of employment and a pre-employment drug testing. Offers of employment are contingent to successful passing the required criminal background check & drug testing.
- All positions require a valid state driver's license.
- Housing will not be provided.

Completed application packets can be mailed, hand-delivered, faxed to:

**Kayenta Township**  
**Attn: Hiring Manager**  
**P. O. Box 1490**  
**Kayenta, AZ 86033**

**Phone: 928.697.8451**  
**Fax: 928.697.8461**

Visit Kayenta Township at [www.kayentatownship-nsn.gov](http://www.kayentatownship-nsn.gov) for an application and full job description, or visit Kayenta Township Office for a copy of the job description.

The Kayenta Township gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act (NPEA) and the Veterans' Preference.

ACCOUNTING TECHNICIAN

**DEFINITION:** Under general supervision, performs technical accounting duties of moderate difficulty, such work supports professional accountants or organizations engaged in the control and maintenance of accounting records, budget and other closely related financial management transactions; work performed requires a broad practical knowledge of the accounting profession; performs work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbent of this class.

**TASKS:** Performs a variety of professional accounting duties that are relatively complex and demanding; independently performs a range of the accounting practice that are well defined, standardized and detailed; assures day-to-day tasks are carried out in accordance with accounting methods and practices that are in place practiced by the respective organization, classifies accounting transactions; maintains and reconciles accounts.

Prepares, reviews and processes financial documents; validates, controls and maintains accounting transactions and accounting records involving multiple accounts; reconciles subsidiary ledgers with central general ledgers having a variety of transactions; reconciles ledgers and makes proper adjustments; assures agreement among reconciled accounts; reviews records to identify source of discrepancies and brings account into balance, abstracts financial data reflecting financial condition and operating status of department or program; closes accounts and prepares balance sheets and financial statements.

Receives and reviews purchase requisitions/orders, request for payment, invoices, budget transfers/modifications, travel authorizations and other documents filed against obligated funds, certifies payment to assure compliance with obligation, maintains and makes necessary adjustments to various records; sorts documents and posts debits/credits to proper accounts, balances entries and makes necessary corrections, records simple bank statements or department records, answers questions/inquiries regarding work being performed; prepares forms or encodes materials for data input or record keeping, prepares or checks invoices, requisitions and other documents for processing

Verifies billing statements and prepares for authorizations, checks for accuracy, completeness and complies with federal, state, tribal and Kayenta Township regulations, complies numerical and statistical information for report purposes or financial statements, generates a variety of reports from computer records, makes and checks relatively complex numerical and statistical calculations, processes specialized information, reports and forms into the financial accounting systems, contacts various Kayenta Township Commission personnel to resolve discrepancies or problems.

Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- Knowledge of accounting methods and practices to accurately conduct analysis and to validate transactions including the resolution of inconsistencies
- Knowledge of accounting, budget and financial transactions associated with tracking and recording budget transactions
- Knowledge of automated accounting practice to reconcile errors
- Knowledge in basic business math
- Knowledge of bookkeeping practices and principles
- Knowledge of public relations/customer service principles, practices and techniques
- Skill in preparing and maintaining accurate records, reports and files
- 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
- Ability to use MS Word, Excel, PowerPoint, Access, and other related MS Software.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

**MINIMUM QUALIFICATIONS:**

- AA Degree in Accounting, Finance or any related degree. A minimum of two (2) years increasingly responsible bookkeeping and clerical accounting experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties

**PREFERRED QUALIFICATIONS:**

- Bachelor's Degree in Accounting, Finance, Business or any related degree.
- Five (5) years of experience in a professional business office.
- Proficient in Microsoft Office software or other computer applications.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.
- Depending upon the needs of the Kayenta Township, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.