



**INTERNAL/EXTERNAL JOB VACANCY ANNOUNCEMENT**

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**JOB LOCATION** : General Accounting Department - Window Rock, Arizona  
**SALARY** : \$19.0428 per hour  
**CLOSING DATE** : Friday, January 17, 2025, at 5:00 PM

**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



**Fiscal Specialist**  
**Tracking Code: 1582-381**  
**Job Description**

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**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

**How to Apply:**

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Email the completed application packet to [nhahr@hooghan.org](mailto:nhahr@hooghan.org) or hand deliver it to our NHA HR Office in Window Rock, AZ by the closing date to be considered for the position. All applicants are subject to a background investigation and must have a valid driver's license. Failure to submit the required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 871-2680.

01/06/2025

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