THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR05820733** DATE POSTED: 03/11/21

POSITION NO: 244043 CLOSING DATE: 03/24/21

POSITION TITLE: **Fee Collector Supervisor**

DEPARTMENT NAME / WORKSITE: DNR/Navajo Parks and Recreation Department/Crystal, NM

WORK DAYS: Varies REGULAR FULL TIME: ☐ GRADE/STEP: BJ59A

WORK HOURS: Varies PART TIME: ☐ NO. OF HRS./WK.: ____ $ 29,127.60 PER ANNUM

SENSITIVE ☑ SEASONAL: ☑ DURATION : $ 13.95 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Supervisor will prepare work schedule, supervise the Fee Collectors and coordinates the daily fee collection operation, to maintain and be responsible for the accountability of cash collected on daily basis; prepare the work schedules, assignments and the reports with each staff; orient staff on the policies and procedures, department operation, the duties and responsibilities of fee collector position; will verify shift reports on funds collected, reconcile cash and checks with cash register tapes and submit final daily cash reports; prepare bank deposits daily; prepare and submit daily, monthly, and yearly revenue and visitation reports/statistics. Interview, hires and oversees training of the fee collectors; prepare required reports such as monthly, quarterly and annual reports, assist Park Manager with preparation of budgets, technicial assistance and recommends changes to policy and procedures such as the Financial Management Plan, etc.

Respond to requests for information from visitors and provide information regarding pertinent rules and regulation, policies and procedures related to the tribal parks; provides general park information to visitors, customers and general public on tribal parks and recreation areas

When necessary other duties would include collecting fees during busy hours or shortage of staff; report any deficiences and damages to facility to the Park Maintenance Worker for repairs and renovation; assist in maintaining a safe and healthy envirnoment for staff, visitors and general public

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School Diploma/GED; and two (2) years of bookkeeping and accounting experience, one (1) of which must have been in a lead or supervisory role; or an equivalent combination of education or experience

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of general cash and financial administration principles and practives including automated accounting systems; knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing the park fee collection. Knowledge of modern office procedures and practices used in cash transactions, including record keeping and data security methods and techniques. Skill in operating and developing database and spreadsheet files. Skill in reviewing and analyzing a variety of accounting records and reports necesssary to document to receipt of funds in government setting. Skill in establishing cooperative work relationships with those contact in the course of work. Work involves a minimum of physical effort in an office setting.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.