



**INTERNAL/EXTERNAL JOB VACANCY ANNOUNCEMENT**

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**LOCATION** : Pinon Housing Management Office (HMO) – Pinon, AZ  
**SALARY** : \$15.6669 per hour  
**CLOSING DATE** : Friday, November 28, 2025, at 5:00 p.m.

**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 online NHA application at <https://navajohousingauthority.org/jobs.html>. 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.