



Administrative Assistant

Position Description

Division:	All Departments	Reports to (title):	Accounting Manager
Department:	All Departments	Job Location:	All Locations
Job Code:		Supervises:	
Pay Grade:	NE7	Classification:	Non - Exempt
Hours/week:	40 hours	Effective Date:	August 16, 2006
Type of Position:	Full-time	Revised Date:	June 7, 2010

PERFORMANCE EXPECTATIONS

In Performance of their respective tasks and duties all employees of Navajo Nation Oil & Gas Company (NNOGC) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent
- Adhere to all professional and ethical behavior standards of the oil & gas industry
- Interact in an honest, trustworthy and dependable manner with clients, employees and vendors
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license and clean driving record
- Successfully pass a pre-employment drug/alcohol screen and background investigation

POSITION PURPOSE

Provide administrative and clerical support to the accounting department to perform a variety of tasks, answering phones, filing, accounting and financial tasks. Administrative Assistant responsibilities include answering phones, filing, keeping financial records updated, preparing reports and reconciling bank statements. Ability to learn and operate accounting software programs and MS office to maintain spreadsheets, and to process business transactions, like account payable, disbursements, expense voucher and receipts.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Provides administrative support to the designated department manager including high-level secretarial support.
- Schedules and organizes complex activities such as meetings, travel, conferences and department activities for all members of the department.
- Establishes, develops, maintains and updates filing system for the department. Retrieves information from files as needed.
- Prepare, maintain and to submit tax correspondences, including any supporting documents to the local, state or federal entities or agencies on a timely manner.
- Organizes and prioritizes large volumes of information and calls for the department as needed.
- Handles confidential and non-routine information and explains policies when necessary.
- Works independently and within a team on special nonrecurring and ongoing projects. Upon request, will handle special projects which may include: planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, creating brochures, etc.

- Types and designs general correspondences, memos, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- Supports department in handling and copying check requests, travel reimbursements, expense reporting and sends to Accounts Payable after approval is given
- Perform other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Minimum of 3 years direct work experience

Education:

- Associate's Degree in Business Administration or related field OR a combination of education and job-related environment or experience preferred.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Knowledge of modern office equipment operation
- Proficient in a variety of computer software applications in word processing, spreadsheets, database and presentation software.
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- High level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Ability to multitask on under any situation

POSITION PREFERENCES

Licenses and
Certifications:

WORK ENVIRONMENT

Work Environment:	Work is generally performed in an office setting with a moderate noise level. Variable hours based on operational needs. Tight time constraints and multiple demands are common. Travel may be required
Physical demands:	While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
Mental demands:	There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

Navajo Nation Oil and Gas Company complies with the Navajo Preference in Employment Act.

