THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS14011557**	DATE POSTED:	**03/07/16**
POSITION NO:	**240335**	CLOSING DATE:	**03/18/16**
POSITION TITLE:	**Accounts Maintenance Specialist**		
DEPARTMENT NAME / WORKSITE:	**DGS/Navajo Nation Telecommunication & Utilities/Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB58A
WORK HOURS:	8 am to 5 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision, is responsible for administration and accountability of funds specifically allocated for telecommunications. Prepares and verifies amounts for various accounts numbers, data input, or other forms; encodes and obtains necessary approvals for processing; sorts two-way radio, satellite invoices and debits proper account per invoices; balances and reconciles accounting records with Navajo Nation accounting system; makes necessary corrections. Process two-way radio service requests to the local Radio Shop (NCC Systems) company on behalf of the Navajo Nation departments, take service requests over the phone and assist customers with any radio problems. Periodically updates two-way radio database. Reviews reports to identify and trace sources of error and makes necessary corrections; performs research to locate accounting input errors; performs verification and reconciliation activities for assigned accounts of a complex nature; maintains a variety of records pertinent to accounting processes or procedures, such as records or property control, accounts payable, accounts receivable and budget.

Verifies billing statements and prepares for authorization; checks for completeness and compliance with tribal regulations; contacts various Navajo Nation personnel to resolve discrepancies or problems; answers inquiries regarding work being performed; complies numerical and statistical information for report and checks relatively complex numerical and statistical calculations; processes specialized information, reports and forms into the financial accounting system. Works closely with the radio technician to schedule radio repairs/removals/installations/reprogramming. Must be able to perform other duties and responsibilities assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting; and three (3) years of increasingly responsible bookkeeping or clerical accounting experience.

Preferred Qualifications:

An Associate's degree in Business Administration or Accounting.
Proficient in Microsoft Office software or other computer applications.
Experience in the preparation of financial documents.

Special Requirements:

Possess a valid state driver's license.
Supplemental Requirements:
Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

(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 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.

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