THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS14015164 | DATE POSTED: 04/09/18
POSITION NO: 243440 | CLOSING DATE: 04/20/18
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: AI58A
WORK HOURS: 8 am - 5 pm | PART TIME: ☐ NO. OF HRS./WK.: | $ 24,731.20 PER ANNUM
SENSITIVE ☑ | SEASONAL: ☐ | $ 11.89 PER HOUR
NON-SENSITIVE ☐ | TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Responsible for administer and accountability of funds allocated for telecommunications. Prepares and verifies amounts for various account numbers, data input and encodes and obtains approvals for payment processing. Review and approve all wireless phone services & equipment procurement requests from all Navajo Nation offices for completeness and accuracy. Communicate directly with two way radio service and wireless service provider(s) regarding procurement quotes, for two way radio and wireless phone service and equipment on behalf of the requesting Navajo Nation office(s). Sorts two way radio, microwave access & satellite invoices and debits proper account per invoices; balances and reconciles accounting records with Navajo Nation financial system; makes necessary corrections. 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. Serves as a point of contact for all Navajo Nation wireless service and two way radio accounts; and access and review all account activities on a monthly basis. Process two-way radio service request forms for customers. Assist customers with any wireless and radio problems. Take appropriate action to resolve questionable costs and usage with Navajo Nation offices. Communicate to and educate (presentations) the Navajo Nation offices on the Navajo Nation Wireless Phone Service & Two Way Radio Policy and Procedures and enforce as necessary. Conduct annual inventory for wireless phone service accounts for accountability purposes. Take appropriate action with Navajo Nation offices on inventory discrepancies. Dispose of old or unused equipment as necessary. Document wireless phone equipment inventory information obtained into computer database and update as inventory changes. Prepare and process payment for monthly wireless phone invoices as budgeted. Communicate directly with Navajo Nation offices and Office of the Controller to ensure processing of wireless service payments including resolution of issues. Prepare and maintain accounting records of all financial documents in orderly filing system. Assist Navajo Nation office to resolve any wireless service issues with wireless service provider as needed. Access the Navajo Nation financial accounting system to verify funds availability for procurement and payment of invoices. Meet periodically with contracted wireless service provider(s) to receive updates and address any issues and concerns. 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. Prepare bi-weekly staff meeting report, quarterly reports, weekly itinerary and inventory & financial reports as requested by Program Manager I.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by college level courses in bookkeeping and/or accounting; and two (2) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(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.