

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS14010149

DATE POSTED: 05/18/15

POSITION NO: 243440

CLOSING DATE: 06/02/15

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:

Review and approve all wireless phone service & equipment procurement requests from all Navajo Nation offices for completeness and accuracy. Communicate directly with wireless service provider(s) regarding procurement quotes for wireless phone service and equipment on behalf of the requesting Navajo Nation office(s). Serve a point of contact under all Navajo Nation wireless service accounts with responsibility to access and review all account activities on a monthly basis. Take appropriate action to resolve questionable costs and usage with Navajo Nation offices. Communicate and educate the Navajo Nation offices on the Navajo Nation Wireless Phone Service Policy and Procedures and enforce as necessary. Conduct presentations to Navajo Nation offices as needed. Conduct annual inventory for wireless phone service accounts & equipment with Navajo Nation offices for accountability purposes. Take appropriate action with Navajo Nation offices on inventory discrepancies. Disposal 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. Prepare bi-weekly staff meeting report, quarterly staff reports, weekly itinerary and inventory & financial reports as requested by Program Manager.

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.

(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.