

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS14016524

DATE POSTED: 10/30/18

POSITION NO: 240977

CLOSING DATE: 11/13/18

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: AR58A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: 40 \$ 25,355.20 PER ANNUM

SEASONAL: DURATION : \$ 12.19 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under general supervision, is responsible for administration and accountability of funds specifically allocated for utilities. Prepares and verifies amounts for data input, or other forms; encodes and obtains necessary approvals for processing; sorts utility invoices and debits proper object account codes per utility invoices; balances and reconciles accounting records with Navajo Nation accounting system (FMIS); and makes necessary corrections. Prepare annual Fixed Cost Utility budget. Maintain utilities budget files for FMIS printouts, i.e. Account statement with encumbrances, encumbrances status, budget and transaction report. Maintain accounting of payments by service providers and type of utility service. Maintain accounting of payments through posting by line item budget. Procure of utility services, such as for waste disposal and elevator maintenance, in compliance with Navajo Nation procurement laws. Process utility service requests and communicate with utility service providers on requests, outages or breakages, billing history and/or payment status on behalf of the Navajo Nation government offices. Prepare monthly Budget to Actual statement for utility budget. Take service requests over the phone and assist customers with any utility problems. Reviews reports to identify and trace sources of error and makes necessary corrections; perform 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. Conduct energy and water conservation activities. Conduct training on Policy and Procedures for Utility Services to the Navajo Nation government offices. 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; prepares utility reports as needed. Must be able to perform other duties and responsibilities assigned.

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.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Must obtain FMIS Certification for Common Foundation & Inquiry; and 6B Procurement & Accounts Payable.

(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.