

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS1407175

Date Posted: 11/05/12

POSITION NO: 286736

Closing Date: 11/19/12

CLASS CODE: 1524

POSITION TITLE: Accounts Maintenance Specialist

DEPARTMENT NAME: Navajo Nation Telecommunication and Utilities (NNTU)

DEPARTMENT NO: 140 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8am - 5pm

Temporary:

Duration: _____ \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.93 Per Hour

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; 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 annual energy and water conservation activity during the month of October. 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 and Training:

A high school diploma or GED, supplemented by college level courses in bookkeeping and or accounting;

Experience:

Three (3) years of experience in accounting and/or bookkeeping or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(to receive full credit for education applicant must submit copies of transcripts, degrees and current certificates)**

Special Knowledge, Skills and Abilities:

Knowledge of the Navajo Nation Financial Management Information Systems.

Knowledge in Navajo Nation Procurement Laws.

Skill in establishing professional and cooperative work relationships with those contacted in the course of work.

Skill in utilizing Microsoft Office 2007 to research, maintain and update records and files.

Skill in preparing and maintaining accurate records, reports and files.

Skill in understanding and following oral and written directions.

Skill in professional customer service.

Must be able to lift up to 25 lbs.

License/Certification Requirements:

A valid state issued driver's license and must obtain a Navajo Nation Tribal Permit within 90 days of employment. **VETERANS PREFERENCE APPLIES.**

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

Revised: 1-15-99