THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS1407859** | Date Posted: **06/03/13**

POSITION NO: 286738 | Closing Date: **06/14/13**

CLASS CODE: 1524

POSITION TITLE: **Accounts Maintenance Specialist**

DEPARTMENT NAME: DGS/Navajo Nation Telecommunication and Utilities

DEPARTMENT NO: 140 | WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS:
Days: Mon-Fri
Hours: 8am - 5pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: 40

GRADE: R58A

SALARY:
$ 22,734.40 Per Annum
$ 10.93 Per Hour

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 telecommunication invoices and debits proper account per telecommunication invoices; balances and reconciles accounting records with Navajo Nation accounting system; makes necessary corrections. Process telecommunication service requests to the telephone service provider on behalf of the Navajo Nation departments, take service requests over the phone and assist customers with any telecommunication 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.

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 telecommunication reports as needed. Works closely with other accounts maintenance specialist. Must be able to perform other duties and responsibilities assigned. Assist and serve on team in implementing new telecommunicaiton technology.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED, supplemented by college level courses in bookkeeping and/or accounting; and

Experience:

three (3) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education, training, and experience, which provides the capabilities to perform the described duties. **Prefer: Applicant with Microsoft Office products experience and knowledgeable with PBX Centrex telephone system. Applicant with Nortel and Mitel telephone systems preferred.**

Special Knowledge, Skills and Abilities:

Knowledge of the Navajo Nation Financial Management Information Systems.
Skill in professional customer service.
Skill in preparing and maintaining accurate records, reports and files.
Skill in utilizing computer databases to research, maintain and update records and files.
Skill in establishing professional and cooperative work relationships with those contacted in the course of work.
Basic knowledge of a telephone system, to be able to troubleshoot telephone problems over the phone.
Must be able to lift up to 25 lbs.
Skill in understanding and following oral and written directions.

License/Certification Requirements:

Applicant must possess a Valid State Driver's License and ability to obtain a NN Operator's 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***