

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS14010926 DATE POSTED: 10/26/15
POSITION NO: 243440 CLOSING DATE: 11/06/15
POSITION TITLE: Accounts Maintenance Specialist
DEPARTMENT NAME / WORKSITE: DGS/Navajo Nation Telecommunication & Utilities/Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB58A</u>
WORK HOURS: <u>8 am to 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>24,128.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>11.60</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

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 telecommunication technology.

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.
- A favorable background investigation is required.

(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.

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