



PHXCONNECT

The Weekly Connection Newsletter for City of Phoenix Employees • December 18, 2024



What a wonderful holiday season of fun for City employees this year. Here are just some of the pictures from last week's employee celebration in City Hall. Look for more pictures from all the events in next week's PHXConnect newsletter.





Note: A special PHXConnect Yearbook edition will be published on Dec. 24 and 31. The regular PHXConnect will return Jan. 8, 2025!

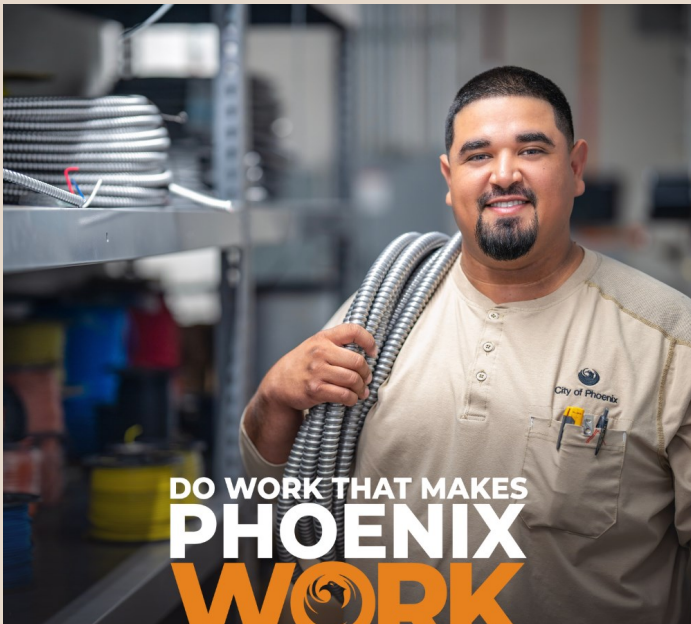
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City of Phoenix AZ



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PHOENIX
WORK

WE WANT TO HIRE YOU AGAIN.

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- ◆ Comprehensive benefits
- ◆ Over 800 job types - all experience levels
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FEATURED JOB OF THE WEEK

Telecommunications Account Aide

Pay Range: \$21.02 to 31.06 per hour

Hiring Range: \$21.02 to \$28.17 per hour

(Pay range is the entire compensation range for the position classification. Hiring range is an estimate of where you can receive an offer.)

The Information Technology Management Services department is seeking a Telecommunications Account Aide. This role verifies, reconciles, maintains, and pays telecommunications service billings and inventory information for services and equipment citywide using SAP and Calero.

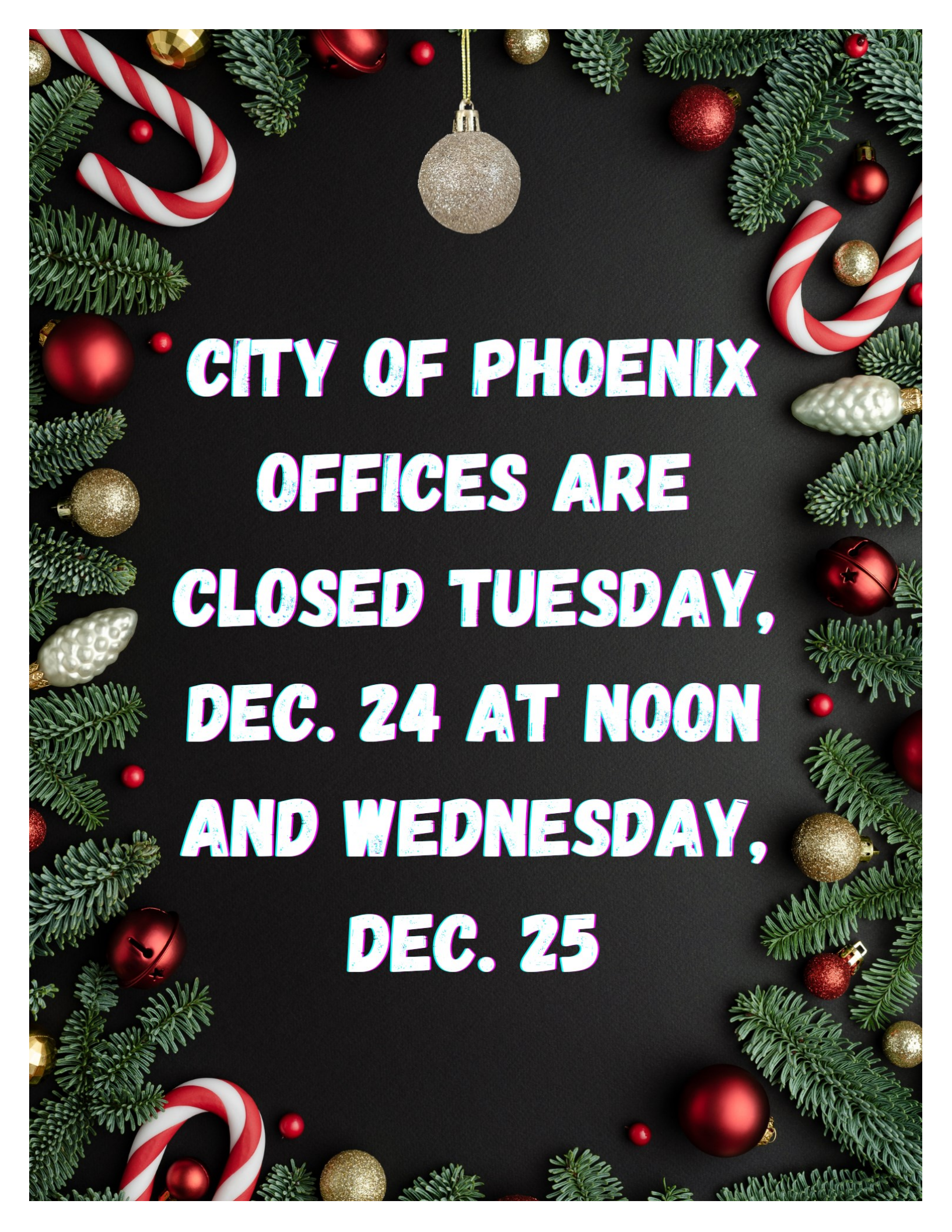
Responsibilities include:

- Maintain cost accounting records and auditing vendor billings against master records to ensure accuracy.
- Review contracts to validate monthly charges received from vendors and identify and correct errors.
- Keep citywide accounts balanced by monitoring and researching past due balances.
- Create and maintain detailed spreadsheets needed to balance and reconcile accounts.
- Provide high levels of customer service over the phone, Teams, and email for internal and external customers, including vendors.
- Review, develop, analyze, and modifying accounting procedures to ensure efficiency and accuracy of inventory control and payment processing.
- Other responsibilities as requested by leadership.

Learn about role responsibilities and more information at phoenix.gov/jobs or log into eCHRIS. Job code: 74270. [Check out all current job openings here.](#)

DID YOU KNOW...

Hiring managers have the option to use the preferred qualifications section on a job announcement to build their matrix when determining who is the highest qualified applicant. Keep this in mind and ensure your resume clearly highlights your qualifications, especially if they align with the preferred criteria listed in the job announcement.



**CITY OF PHOENIX
OFFICES ARE
CLOSED TUESDAY,
DEC. 24 AT NOON
AND WEDNESDAY,
DEC. 25**