



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.
PARKER, ARIZONA 85344
(928) 669-1320 • Fax (928) 669-5263
Eldred Enas, Chairman

March 6, 2012

#19-12

VACANCY ANNOUNCEMENT

DEPARTMENT: ACCOUNTING
JOB TITLE: CONTROLLER
SALARY: D.O.E.
CLOSING DATE: FRIDAY, APRIL 06, 2012 AT 5:00 P.M.

SUMMARY:

The position performs professional accounting work of considerable difficulty and supervises staff members engaged in all facets of accountancy for the Tribal Government and assigned Tribal Enterprises of the Colorado River Indian Tribes. Establishes accounting policies, procedures, controls and reporting systems in accordance with generally accepted accounting principles (GAAP) for government entities. Responsible for the overall integrity and accuracy of the accounting system. Provides and analyzes operating performance, projections, trends, forecasts, budgets or other financial measurement tools and provides advice to management deemed appropriate. Performs other related work as required or assigned.

KNOWLEDGE AND CERTIFICATION REQUIRED:

- Bachelor's Degree and a minimum of eight (8) years experience in Accounting/Auditing
- Five (5) years supervisory/managerial experience in the Accounting field.
- Knowledge and experience in general accounting principles and practices.
- Knowledge of automated accounting systems and software applications.
- Financial record keeping and reporting procedures.

PREFERRED:

- Master's Degree with five (5) years in Accounting/Auditing field experience.
- Three (3) years experience in government accounting at the supervisory/managerial level.
- Active member in Community/Statewide/Federal professional memberships in related field.
- Certified Public Accountant (CPA).

- Oversee completion of required financial reports for funding agencies.
- Analysis of proposals for enterprise development, as requested.
- Assist in preparation of the budgets for new program proposals, ongoing assessment of spending progress throughout the duration of existing programs, planning for additional personnel and space needs based on proposals.
- Assist with preparation of the annual indirect cost proposal and interim proposals as required.
- Assist Tribal members in accessing services that are overseen in the Accounting Department.
- Represent the Tribe's position, if requested, in meetings with other Tribes or with funding agencies, and serve at all times as a goodwill ambassador from the Tribe.
- Occasional travel for tribal purposes and continuing education.
- Provide advice and counsel to management deemed appropriate or requested and execute such other tasks as may be assigned.

WORKING ENVIRONMENT:

Office environment with extensive computer use. Must be flexible with work schedule. Occasionally must deal with angry or hostile individuals. Occasional overtime required.

DISCLAIMER AND CONDITIONS OF EMPLOYMENT:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Conditions of employment with the Colorado River Indian Tribes include passing a pre-employment drug screening, a background investigation and successfully completing a 90-day probationary period. Candidates for this position will be required to have dependable transportation available to them.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

Or

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.