



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

TELEPHONE (928) 669-1320 • FAX (928) 669-5263

## VACANCY ANNOUNCEMENT

DECEMBER 26, 2012

#120-12

DEPARTMENT: ACCOUNTING  
POSITION: Grants-Contracts Specialist (2) POSITIONS  
SALARY: D.O.E.  
CLOSING DATE: JANUARY 2, 2013  
(IN-HOUSE)

### DUTIES:

Under supervision of the Controller or Grants-Contract Accountant, performs accounting work in the areas of grants include but are not limited to:

- Ensure file and transactions are complete for the fiscal year end review of all Grant funds. Assist with program audits as needed.
- Provide file(s) and information to Grants-Contracts Accountant for review and tracking.
- Know project scope, objective(s), and allowable costs.
- Ensure official file is complete.
- Review and approve Accounts Payable and Payroll documents.
- Ensure transactions are accurate, timely, and complete.
- Ensure budget is approved and entered into accounting system.
- Prepare adjusting entries as necessary.
- Record revenue and reports and draw down requests as required.
- Prepare financial reports and draw down requests as required.
- Correspond with funding agency as required.

- Assist program directors and/or managers as needed.

**MINIMUM QUALIFICATION(S) REQUIRED:**

- Graduation from an accredited college or university with a Bachelor's degree in a related field.
- Minimum of (3) Three Years full-time professional employment in accounting, auditing, budgeting or closely related financial activity.
- Other combinations of experience and education, which meet the minimum requirements, may be substituted.

**PREFERRED/QUALIFICATION(S) REQUIRED:**

- Experience in Government accounting.
- Experience in Grants Management.

**ABILITIES REQUIRED:**

- Strong analytical and organizational skills.
- Ability to work cooperatively and constructively with coworkers, Auditors, funding agency staff, and the public.
- Ability to satisfactorily utilize computer applications, including spreadsheet (Excel), word processing (MS Word) programs, ADP Payroll, and Sage Fund Accounting Software.
- Ability to maintain accurate records and attend to details.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to independently manage multiple tasks.

**WORK ENVIRONMENT:**

- Typical office environment.
- Occasional visits to other locations to perform duties.
- Some travel required for training.

**PHYSICAL DEMANDS:**

- Occasional lifting and carrying of items up to 10 lbs.
- Occasional twisting or bending at the waist or reaching overhead.

- Frequent listening to and talking with coworkers, auditors, and funding agency staff, either in person or by telephone.
- Frequent sitting at a desk or workstation using a computer display, keyboard, and mouse.

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

**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. Pre-employment drug screening is required.**

