



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 660-1320 • Fax (928) 660-5263

Eldred Enas, Chairman

VACANCY ANNOUNCEMENT

SEPTEMBER 11, 2012

#94-12

DEPARTMENT: BIG RIVER DEVELOPMENT ENTERPRISES
POSITION: OPERATIONS SPECIALIST, EXEMPT POSITION
LOCATION: BIG RIVER DEVELOPMENT OFFICE, BIG RIVER, CA
REPORTS TO: BIG RIVER DEVELOPMENT MANAGER OR AS DESIGNATED
PAY RATE: D.O.E
CLOSING DATE: OPEN UNTIL FILLED

PRIMARY DUTIES AND RESPONSIBILITIES:

The primary duties of the operations specialist are to provide guidance to the Enterprises manager and Development operations in all matters pertaining to accounting, and the internal financial management and the full operations of a RV park, boat storage, two motels, water company, development, a mobile home park, and a mobile home park & resort, as assigned. Responsibilities will include:

- All facets of operating all enterprises within the Big River Development, Aha Quin, and Water Wheel. This entails complete understanding and ability to perform duties of administrative supervision, office, storage, store, customer relations, accounting, fuel, propane, restaurant/bar, and new development. Must be able to work weekends, holiday, and evening shifts.
- Verification of invoices and completing bank deposits. Daily verification of all financial activities, receipts and disbursements of funds, to insure compliance with budget and policies as resolved by the Tribal Council.
- Understanding of Western Boundary development requirements including but not limited to tribal building codes and ordinances, health & safety ordinances, land ordinance and EPA regulations.
- Ensure receivable records that include processing of payments and bank deposits, operation files, and other financial accounts as assigned are maintained as required by GAP.
- The preparation of accounting and financial reports for submission to the Tribes Accounting Department as deemed necessary to administer activities in an effectual and responsible matter. Maintain inventory for each entity on a yearly basis.
- The reconciliation of operating bank accounts typically completed the 15th of the following month.
- Review of financial activity recorded in Quickbooks for appropriateness and possible planning opportunities.

- Summarize cash balances for each entity on a weekly basis. Make cash flow projections as needed.
- Assist the Enterprises manager with the preparation of the annual budgets.
- Maintain storage box index and filing systems. Assist in the office cleanup, including file storage, destruction, and general maintenance.
- Maintain legal note and indexes for all entities.
- Responsible for coordinating with staff members for all matters relating to financial compliance, reporting and in accordance with generally accepted accounting principles.
- Specific duties, which may be varied are all those which necessary to realize the daily operation of the Big River Development Office which can include but not limited to preparing customer receipts, answering telephone calls, and interaction with customers to provide information.
- Establish and maintain effective working relationships with employees, managers, Tribal Council, other agencies, and the public.
- Back up daily operations of any entity to realize continued services which can include but not limited to weekend, holiday, or evening shifts. This will require the knowledge of the program software utilized by each entity.
- Oversee the daily operations of any entity for maximum efforts toward collection of delinquent receivables.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A degree in accounting/finance or with 3 or more years experience necessary
- Knowledge of governmental accounting and computer application abilities is required.
- Knowledge of Quickbooks and Excel, a plus.
- Proficient in organizational, interpersonal communication and problem solving is preferred.
- Detail oriented, comfortable in a fast-paced environment, added responsibility and deadlines.

APPLY:

C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, AZ 85344

FOR EMPLOYMENT APPLICATION VISIT: [HTTP://crit-nsn.gov](http://crit-nsn.gov)

INDIAN PREFERENCE:

The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(1) of the Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.

CRIT OFFERS:

Health and life insurance, pension plan, paid holidays, sick and annual leave
Pre-employment drug screening is required.