



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

**MAY 07, 2012**

**#43-12**

### **VACANCY ANNOUNCEMENT**

**DEPARTMENT:** ACCOUNTING  
**JOB TITLE:** PAYROLL CLERK  
**SALARY:** \$15.00 PER HOUR  
**CLOSING DATE:** OPEN UNTIL FILLED

**DUTIES:**

The Payroll Clerk will be under the direct supervision of the Senior Accountant. The Payroll Clerk will be responsible for auditing all Departmental and Enterprise timecards for accuracy and enter into the Payroll System. Responsible for providing edits by department for review to Staff Accountant before processing. Responsible for maintaining a log of all manual checks issued with copies of checks and backup of the checks in a folder. All manual checks will be submitted for review by the Senior Accountant prior to processing. Responsible for preparing all check requests for all deductions promptly after the processing of payroll is complete and the distribution of checks. Responsible for distribution of all payroll checks to departments and enterprises. Responsible for maintaining leave records for all employees. All employee information is highly confidential. Responsible for maintaining all ADP Reports neatly bound in folders that are clearly labeled by Payroll. Responsible for maintaining all employee payroll records and files in a neat and orderly fashion. Performs other duties as assigned that can be reasonably expected to promote the operation and efficiency of the Accounting Department.

**MINIMUM REQUIREMENTS:**

Must have a High School Diploma or G.E.D. Must have some experience performing duties described. Must have experience working with computers and accounting software and Microsoft Office software. Must possess a valid driver's license.

**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.**