



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

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

## VACANCY ANNOUNCEMENT

JANUARY 16, 2013

#09-13

DEPARTMENT: ACCOUNTING  
POSITION: STAFF ACCOUNTANT  
SALARY: D.O.E.  
CLOSING DATE: **OPEN UNTIL FILLED**

### DUTIES:

Under supervision of the Controller or Senior Accountant, performs professional-level accounting. Responsibilities include but are not limited to:

- Prepare annual audit schedules for assigned areas, and assist the auditors with their inquiries.
- Assign tag numbers to fixed assets. Review expenditure accounts to ensure all Fixed Asset transactions are recorded. Maintain detail for Construction-In-Progress and capitalize at the appropriate time. Record fixed asset acquisitions and dispositions in the accounting system. Calculate depreciation for all fixed assets. Review and update the detailed schedule of fixed assets and accumulated depreciation. Conduct periodic physical inventory counts of fixed assets.
- Reconcile the Payroll, Realty, Revolving Credit, and other assigned bank accounts monthly.
- Review the Realty Department's Sub-ledger activity for completeness and accuracy. Ensure the Reality ledger is reconciled to the General Ledger.



- Review the Revolving Credit Department's Sub-ledger activity for completeness and accuracy. Ensure the Revolving Credit ledger is reconciled to the General Ledger.
- Review bi-weekly payroll transactions for accuracy and completeness. Reconcile Payroll Liability accounts monthly. Ensure that Payroll transactions are posted timely. Prepare other benefit payments as assigned. Assist with W-2 preparation. Prepare Pension Contribution Census, assist with Pension audit, and ensure audit adjustments are properly recorded.

**MINIMUM QUALIFICATION(S) REQUIRED:**

- Graduation from an accredited college or university with a Bachelor's degree in a related field.
- Minimum of 3 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/DESIRABLE QUALIFICATION(S):**

- Experience in Government accounting.

**ABILITIES REQUIRED:**

- Strong analytical and organizational skills.
- Ability to work cooperatively and constructively with coworkers and auditors.
- 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 outdoor work.

- Frequent 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 coworker and auditors 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.

