



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

AUGUST 06, 2012

#8512

VACANCY ANNOUNCEMENT : DEPARTMENT IN-HOUSE

DEPARTMENT C.R.LT. UTILITIES

JOB TITLE: UTILITIES SUPERVISOR/ACCOUNTANT/ACCOUNTING DEPT.

SALARY: \$17.30 per hour/\$38,000 annual

CLOSING DATE: IN- HOUSE

DUTIES: Performs duties under the general supervision of the Controller. Reviews documents to verify the validity of the obligation and the accuracy and completeness of the accounting data for determining the accounts affected and entries made, and making the necessary entries to keep the Utilities accounts accurate. Completes and reviews transactions for input to the computerized system. Prepares financial reports and data for managers and develops analytic criteria and tools through which their understanding and use of these reports are enhanced. The incumbent serves as the direct supervisor of the Utility Clerks and the Meter Readers; and as a supervisor, will review and make all reasonable attempts to contact customers on all outstanding accounts, prior to submission to the Collection Officers.

REQUIREMENTS: Three years utility experience dealing with customers, billing, collecting and shutoffs. Ability to supervise Utility Clerks. Knowledge of accounting and demonstrated ability to work with personal computers and utility computer systems. High school diploma or GED. Must have valid driver license.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT
28800 MOHAVE
ROAD
PARKER, ARIZONA
81344**

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Acts 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.LT. 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.