COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.
PARKER, ARIZONA 85344
TELEPHONE (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

SEPTEMBER 11, 2012 #95-12

DEPARTMENT: BIG RIVER DEVELOPMENT ENTERPRISES

POSITION: UTILITY & LEASE SPECIALIST, EXEMPT POSITION

LOCATION: BIG RIVER DEVELOPMENT OFFICE, BIG RIVER, CA

REPORTS TO: BIG RIVER DEVELOPMENT MANAGER OR DESIGNEE

PAY RATE: D.O.E

CLOSING DATE: OPEN UNTIL FILLED

PRIMARY DUTIES AND RESPONSIBILITIES:

The utility & lease specialist will report directly to the manager of the Big River Development Enterprises or designee. The incumbent will be responsible for maintaining subleased lots for Big River Development located on the C.R.I.T. Reservation. This position consists of Accounts Receivables duties and collection of lease and water accounts. Working knowledge of commonly used PC application such as Word with minimal supervision, and works independently, as well as in a team environment is key. Must be a self-starter, proactive and understand the confidentiality of all employee and office maters. Candidate must have excellent organizational and time management skills, ability to work in a fast-paced environment, dependable, proficiently in multitasking, extremely detailed oriented, conscientious and accurate. Secretary to the Enterprises manager. Duties include but are not limited to:

- Preparation of legal documents for the purpose of transferring or changing title of subleases or existing loans – i.e. Assignments of sublease, termination of documents, encumbrances, affidavits, assumptions, new loans, quitclaim deeds, etc.
- Collection of applicable fee and recoding appropriate documents with the San Bernardino County.
- Work with San Bernardino County Assessor's Office in assisting with subleases with tax matters.
- Work with realtors, escrow companies, title companies and attorneys in connection with transferring title of the subleases lots in Big River.
- Processing of annual bills for approximately 4,500 annual lease accounts, prepare, and print & mail monthly bills for approximately 100 mortgage loan accounts.
- Handling the receipt of payments, posting to A/R, bank deposits, and performing collection activities on delinquent accounts.
- Maintain computerized system, Utility Management System (UMS), of record and permanent history on each account as needed.

- Prepare and submit reports to accountant on a monthly and annual basis for accounting purposes.
- Maintain files for month end, year end, annual billing, water billing, posting to A/R, adjustments to A/R, daily cash receipts, and customer files.
- Secretary to Big River Manager. Aid in preparation for Board and Tribal Council meetings and special projects.
- Perform customer service functions. i.e. assist customers with questions related to their account, property or the Big River Development, and submit correspondence accordingly.
- Performs customer service for information regarding status of lease and water or storage accounts. This includes preparing payment arrangements and responding to other routine customer inquiries.
- Aid staff in the enforcement of nuisance abatement issues.
- Aid staff with processing new development opportunities as needed and customer assistance for resolution of CC&Rs violations.
- Maintenance of utility billing system and train staff as necessary with the system.
- Follow through and complete all other duties and/or projects as assigned by office.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Must have a college degree or 3 or more years of experience necessary in an administrative support position.
- Detail oriented, comfortable in a fast-paced environment, added responsibility and deadlines.
- Must have the ability to work independently and as a team player.
- Accounts payable & receivable.
- Must have knowledge of computers – proficient in Windows related software (Windows 98, Excel, PC anywhere), troubleshooting and problem solving.
- Customer/client service.
- Mortgage servicing – knowledgeable with the terminology associated in dealing with mortgage, escrow, and title companies.
- Preparation of legal documents – assignments of subleases, affidavits, assumptions, encumbrances, quitclaim deeds, new loans, etc.
- Secretarial – verbal dictation.

APPLY:
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, AZ 85344
FOR EMPLOYMENT APPLICATION VISIT: 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.