



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

May 9, 2019

#58-19

Department: Accounting
Position: Grants Clerk Non-Exempt
Reports To: Accounting Controller
Salary: \$12.00 per hour

Job Summary:

Responsible for basic Accounting and Clerical functions as assigned. Responsible for filing and maintenance of all grant program related records. Prepares regulatory reports, management reports, and services as first level back-up to the Grants/Contract Specialist as required.

Duties & Functions:

1. Primary responsibility for accuracy and completeness of all grant program files.
2. Organization of department files.
3. Maintain tracking system and reports for the grant administration area.
4. Deal with problem solving of issues.
5. Prepare monthly management and activity reports for the grant administration area.
6. Deal with confidentiality issues when requested.
7. Keep a log report on any request asked for.
8. Deal with any task directed by supervisor.
9. Occasional overnight travel and training may be required.
10. Provide management with information as requested.
11. Other duties as assigned to facilitate the operations of the Finance Division or the tribal government.
12. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:



1. Must be able to operate computer equipment with basic computer skills and experience in word processing, spreadsheets, and databases.
2. Good Organizational skills.
3. Must be able to communicate using written, verbal and computer communication skills.
4. Good interpersonal and teamwork skills.
5. Accurate and detail-oriented.
6. Good problem solving skills.
7. Ability to maintain high confidentiality.
8. Ability to independently manage multiple tasks in professional manner.
9. Ability to work independently with minimum supervision.
10. Ability to work cooperatively with all departments.
11. Ability to manage extensive amounts of paperwork.
12. Ability to operate most office equipment (computer, fax, copier, etc.)
13. Ability to learn and recognize the importance of accuracy.
14. Ability to achieve results in a timely manner.
15. Ability to use appropriate communication skills for the situation, follow directions, be consistently punctual, work well with co-workers, and the public and present themselves in an appropriate manner.

Education & Experience Requirements:

1. High School Diploma or G.E.D. required.
2. Associates degree in accounting, business, or related field preferred.
3. Two (2) years' experience performing clerical tasks.
4. Five (5) years' experience in clerical position with filing and data entry responsibilities preferred.
5. Must possess a current and valid driver's license throughout employment.

Physical Requirement:

1. Physically able to perform duties assigned, such as lifting heavy legal size classification folders and financial binders.
2. Office and/or outdoor environment.
3. Occasionally must deal with angry or hostile individuals.
4. Occasionally work extended shifts as assigned, some weekends.

Disclaimer and Conditions of Employment:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Conditions of employment with the Colorado River Indian Tribes Tribal Government include passing a pre-employment drug test, a background investigation and successfully completing a 90-day probationary period. Candidates for this position will be required to have dependable transportation available to them without notice.

For Employment Application visit: <http://crit-nsn.gov>



**Submit completed application to: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344**

APPLY:

COLORADO RIVER 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.

