



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

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

VACANCY ANNOUNCEMENT

May 28, 2019

#91-19

Department: Accounting Department
Position: Grant/Contract Specialist (Non-Exempt)
Reports To: Tribal Council Chairman
Salary: \$22.00 per hour

Job Summary:

Under general supervision, performs professional accounting work of moderate difficulty. Primarily responsible for maintaining compliance and accounting records related to Special Revenue Fund programs. Responsible for providing technical accounting and compliance guidance to program level staff. Works closely with staff from a wide variety of departments. Responsible for coordination with the Program Directors all matters related to compliance and reporting.

Duties & Functions:

1. Applies principles of accounting to analyze financial information and prepare financial reports.
2. Prepares audit schedules and work papers for all Special Revenue Fund programs, as requested
3. Preparation of schedule of "Federal Financial Assistance" for inclusion in annual audit.
4. Primary responsibility for executing cash draws for Special Revenue Fund programs and maintenance of tracking system.
5. Preparation of all regulatory reports for Special Revenue Fund programs assigned and maintenance of tracking system.
6. Primary responsibility for maintenance of program files for each Special Revenue Fund program.
7. Review and understand all the details of the grant or contract once it has been approved.
8. Responsible for establishing and operating a monitoring system for all Tribal grants or contracts to ensure reports are submitted on time by all program directors.
9. Responsible for the accuracy of the financial statements of the special revenue funds.
10. Provide technical assistance to program directors related to modifications, scope of work and reporting requirements.



11. Assist in the preparation of internal management reports for grants and contracts.
12. Correspondence with funding agencies, as required.
13. Responsible for month-end close of all records for Special Revenue Fund programs.
14. Primary responsibility for all financial compliance issues related to Special Revenue Fund programs.
15. Occasional overnight travel for meetings and continuing education.
16. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
17. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

1. Strong computer skills with experience in word processing, spreadsheets, and databases
2. Principles and practices of governmental fund accounting
3. Strong Project Management skills o Strong organizational skills
4. Strong written and verbal communication skills
5. Strong interpersonal communication skills
6. Accurate and detail-oriented
7. Strong problem solving skills
8. Displays leadership quality and the ability to manage all situations
9. Analyze financial records and recommend corrective action(s)
10. Solve practical problems and deal with a variety of concrete variables in situations
11. where only limited standardization exists
12. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
13. Prepare and maintain financial records
14. Establish and maintain effective working relationships with employees, other
15. agencies and the public
16. Communicate effectively, both verbally and in writing
17. Maintain high confidentiality
18. Independently manage multiple tasks in professional manner
19. Maintain a professional demeanor
20. Manage a variety of federal programs

Education & Experience Requirements:

1. Associate Degree and 5 years experience in Grants Administration/Accounting
2. 3 years experience in management and administration of Federal grants and contracts or equivalent experience in Federal grant financial record keeping and reporting procedures required.
3. Bachelor Degree with 3 years experience in Grants Administration/Accounting preferred.
4. Active member in Community/Statewide/National professional memberships preferred.
5. 3 years supervisory/managerial experience preferred.
6. High School Diploma or G.E.D.
7. Must possess a current valid driver's license throughout employment.

Physical Requirement:

1. Must be able to communicate using written, oral and computer methods.
2. Must be able to operate computer equipment.



3. Be able to stand at least eight (8) hours.
4. Must successfully complete a drug screening test prior to appointment.
5. Physically able to perform duties assigned.
6. Occasionally work extended shifts as assigned, some weekends and holiday.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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.

