



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 Mohave Road  
Parker, Arizona 85344

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## VACANCY ANNOUNCEMENT

**November 12, 2019**

**#113-19**

Department: Department of Revenue  
Position: Compliance Officer (Non-Exempt)  
Reports To: Director of the Department of Revenue  
Salary: \$15.00 per hour  
Closing Date: September 16, 2019 @ 5:00PM

### Job Summary:

The Compliance Officer of the Department of Revenue is accountable for enforcing compliance with CRIT Title 20 Taxation and Business and Professions Codes within the exterior boundaries of the Colorado River Indian Reservation.

### Duties & Functions:

1. Responsible for locating unlicensed vendors and businesses conducting business or business activities;
2. Collecting delinquent Sales, Restaurant Privilege, Transient Lodging, Utility Business Activity, Liquor Privilege and Tobacco Product Taxes;
3. Locating unpaid license fees and uncollected taxes;
4. Conducting taxpayer audits
5. Researches various sources such as state and federal legislative activities, statutes, recorded judicial decisions, articles etc on a daily basis to keep the Director abreast of all tax and business license related issues
6. Prepare compliance and revenue spreadsheets and submit to the Director
7. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
8. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

### Required Skills and Abilities:

1. Must have good professional demeanor and business aptitude and possess the ability to work with the public.



### Education & Experience Requirements:

1. Experience collecting delinquent accounts; interpreting, applying and explaining laws, policies or procedures; researching a variety of sources to locate individuals; reviewing sale invoices, and ledgers.
2. Experience using software programs with proficient knowledge of Excel and QuickBooks software and basic accounting skills.
3. High School Diploma or G.E.D.
4. Must possess a current valid driver's license throughout employment.

### Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Physically able to perform duties assigned.
4. 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.

