



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

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

VACANCY ANNOUNCEMENT

November 20, 2019

#128-19

Department: Accounting

Position: Enterprise Accountant (2) (Non-Exempt)

Reports To: Controller

Salary: \$56,638.40 - \$62,940.80 DOE

Job Summary:

Enterprise Accountant will be under the direction of the Tribal Controller. Enterprise Accountant will be directly responsible for the preparation of monthly financial statements for assigned Tribal Enterprises.

Duties & Functions:

1. This includes doing journal entries in the general ledger and reconciling all cash accounts receivable, verifying assets and maintaining depreciation and prepaid insurance schedule.
2. Also responsible for conducting inventories at year-end, and all preparation for these inventories prior to inventor at year-end, which includes listing items, or doing maps where applicable.
3. End of year inventories also include verifying assets, verifying petty cash, and getting fuel and propane reads where applicable. Access reports from CRIT's AS 400 to book payroll, postage, credit card charges, etc., and do journal entries to record these expenses to reconcile due to and do from CRIT Accounts.
4. Responsible for auditing daily reports and gas logs for accuracy, recording overages or shortages as necessary and ensure all deposits are accounted for.
5. Supervise Enterprise Bookkeeper who prepares Accounts Payable checks and review and approve all checks processed for proper account coding and mathematical accuracy.
6. Oversee Bookkeeper who prepares Accounts Receivable statements for various enterprises and reviews and verifies these for accuracy.
7. Oversee Enterprise Bookkeeper who also prepares cash flow update weekly to the Managers.
8. Required to report to and attend meetings on a monthly basis and provide monthly financials, be available to answer any financial questions and do any research requested and provide reports on the research requested.



9. Assist Managers in all aspects of internal budgetary controls and audits, also assist them with the preparation of annual budgets, and provide reports to Managers and/or Office Managers as requested or research concerns they may have, as needed.
10. Work with the auditors during annual audit; make all records available for their review.
11. Prepare monthly check requests to Tax Department for processing through Accounts Payable.
12. Other duties may be assigned at the discretion of the Controller or designee to fulfill the Department's needs, objectives and/or goals.
13. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Education & Experience Requirements:

1. Bachelor's degree in Accounting or experience equivalency.
2. Must possess a current valid driver's license throughout employment.

Physical Requirement:

1. Must successfully complete a drug screening test prior to appointment.
2. Must be adjudicated and clear background check.
3. Physically able to perform duties assigned.
4. Occasionally work extended shifts as assigned.

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. Must be adjudicated and clear background check.

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>

http://crit-nsn.gov/crit_contents/notices/Employment%20Application%20original.pdf

**Submit completed applications to: CRIT
Human Resources Department
26600 Mohave Road
Parker, Arizona 85344**



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.

