



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

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VACANCY ANNOUNCEMENT

November 15, 2019

#136-19

Department: FINANCE/ACCOUNTING
Position: Accounts Payable Clerk (Non-Exempt)
Reports To: Senior Accountant
Salary: \$17.65 to \$ 18.65 per hour

Job Summary:

- Responsible for processing all Tribal check requests and purchase orders for payment by check. Keep and update financial records, Calculate bills and charges, Offer customer assistance, Carry out financial transactions compile and post employee time and payroll data. They verify and record attendance, hours worked, and pay adjustments. They make sure that employees are paid on time and that their paychecks are correct.

Duties & Functions:

1. Assist other employees when necessary.
2. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
3. In performance of their respective tasks and duties all employees of Colorado River Indian Tribes are expected to conform to the following:
4. Display respect and understanding of Colorado River Indian Tribes traditions and values.
5. Uphold all principles of confidentiality to the fullest extent.
6. Adhere to all professional and ethical behavior standards of the Tribal government.
7. Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
8. Participate in departmental staff meetings, quality management activities, and educational programs.
9. Comply with Colorado River Indian Tribes policies and procedures.
10. Know, understand and follow all tribal preference and Indian preference policies.



Required Skills and Abilities:

1. Responsible for preparation of check requests for the Tribe's bills.
2. Obtains proper authorization for approval, enters information, prints checks, obtain signatures on checks and prepares envelopes for distribution.
3. Generate checks at a minimum of twice a week for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, contract health, etc.
4. Organize check requests with the check copies so they can be filed away.
5. Verify bills for payment.
6. Verify check batch & reconcile with General Ledger.
7. Occasional overnight stay and travel may be required.
8. Deal with highly confidential material.
9. Demonstrate good organizational skills at all times.
10. Responsible for understanding the chart of accounts and reviewing account coding.
11. Provide management with accounts payable information as requested.
12. Back-up for Cashier position in Accounting on an as needed basis.
13. Back-up for GL Clerk position in Accounting on an as needed basis to ensure deposits are verified to go the bank, also backs up the G/L Clerk on credit card transactions when needed.
14. Perform other duties as assigned than can be reasonably expected to promote the operation and efficiency of the Accounting Department.

Education & Experience Requirements:

1. High School Diploma or G.E.D.
2. Must possess a current valid driver's license throughout employment.
3. Good knowledge of Basic Office Accounting.
4. Must possess strong math skills.
5. Preferred Associates degree in Accounting, or related field, 8 years' experience in accounts payable processing in a medium to large business, experience in government environment processing accounts payable transaction.
6. Current valid state issued driver's license is required for 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.
5. Ability to maintain high confidentiality.



6. Must be independent to manage multiple tasks in professional manner without supervision & work cooperatively with all other departments
7. Ability to manage extensive amounts of paperwork.
8. Ability to learn and recognize the importance of accuracy.
9. Ability to achieve results in a timely manner.
10. Proficient in using appropriate communications skills for the situation, follow directions, be consistently punctual, work well with co-workers and the public and present themselves in an appropriate manner.

ITEMS BELOW ARE STANDARD FOR ALL POSITION DESCRIPTIONS

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 (Summary)

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.

Code of Conduct: Colorado River Indian Tribes and its departments are committed to the highest ethical standards. This requires all staff to act with honesty, integrity and openness in all their dealings as representatives and employees of the Colorado River Indian Tribes. Colorado River Indian Tribes promotes a working environment that values respect, fairness and integrity. This is not an attempt to define specifically what one should and should not do, but rather to communicate Colorado River Indian Tribes expectations of proper conduct.

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination from employment without any further progressive discipline.

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 **Colorado River Indian Tribes** Employee's Handbook, Substance Abuse Policy.

Professional Responsibility: As CRIT professionals (any individual working in and/or with the Colorado River Indian Tribes and/or working in and/or with any of their departments with any Colorado River Indian Tribes specific information and/or knowledge) we are responsible for adding value to the organizations we serve and contributing to the ethical success of those organizations. We accept personal and professional responsibility for our individual decisions and actions. We are also advocates for the Colorado River Indian Tribes by engaging in activities that enhance the credibility and value of Colorado River Indian Tribes.



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.

