



EMPLOYMENT OPPORTUNITIES

Job Title: Bookkeeper
Closing Date: 10/14/2025

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 26-005
Job Type: Full-Time Regular
Department: District One Service Center
City: Coolidge, AZ
Location: 15747 N. Shegoi Road
Area of Interest: Community Services
Salary/ Hourly Rate: \$17.15 - \$24.95 Hourly

DISTINGUISHING FEATURES OF THE CLASS:

The Bookkeeper performs accounting and clerical tasks to support various program budget(s) and activities of the department, includes developing and maintaining effective office systems (filing, recordkeeping, procurement, etc.).

ESSENTIAL FUNCTIONS:

- Develop internal recordkeeping procedures for the office, modifying when required.
- Coordinate payment of bills in accordance to procurement procedures of the Gila River Indian Community.
- Prepare and maintain records of invoices, payments and balance of budget line items for the department, includes all financial transactions utilizing Tribal operating funds (i.e., purchasing, travel documents, timesheets).
- Enters data into manual and/or automated systems.
- Prepare a variety of reports based on own research and/or from information provided by requestor in a concise, confidential and timely manner.
- Coordinate the development and maintenance of effective office systems (i.e., financial tracking, budgeting, salary allocation, filing, etc.).
- May schedule and attend meetings and conferences as assigned by supervisor.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge and skill in the operation of computers and various software programs (i.e., Word, Lotus, Excel, etc.) preferred.
- Considerable knowledge of the English language, grammar, spelling and punctuation.
- Knowledge of administrative and personnel procedures.
- Knowledge of basic mathematical calculations.
- Knowledge of modern office, budgeting, and bookkeeping procedures.
- Knowledge of the principles of record keeping and records management.
- Ability to analyze, identify and correct procedural problems.
- Ability to develop budgets and project program expenditures.

- Ability to develop spreadsheets utilizing Excel or other spreadsheet software.
- Ability to develop a system that can be reconciled easily.
- Ability to conduct independent research, to analyze system and make changes appropriately.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, Community Officials, and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION/EXPERIENCE:

- High School diploma or GED and a minimum of two (2) years' experience in bookkeeping, accounting, or budgeting.

ADDITIONAL REQUIREMENT:

- Required to obtain a Tribal Operator's permit. Valid state driver's license with a current proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.
- Required to pass a background check.

Non-Supervisory, Hourly Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)
 Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)
 Preference point for Spouse of Community Member (with proof of spouse enrollment)
 Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: **www.gilariver.org**