



EMPLOYMENT OPPORTUNITIES

Job Title: Accounting Specialist

Closing Date: 11/02/2026

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: 26-813

Job Type: Full-Time Regular

Department: Cultural Resources Management Program

City: Sacaton, AZ

Location: 192 S. Skill Center Road

Area of Interest: Accounting

Hourly Rate: \$20.25-\$25.65

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Accounting Specialist performs technical accounting duties of moderate difficulty to support the department's maintenance of accounting records or financial transactions. The incumbent performs a variety of non-professional accounting duties that are relatively complex and demanding; independently performs a full range of accounting practices that are well defined, standardized and detailed.

ESSENTIAL FUNCTIONS:

- Prepare invoices for department expenditures on various projects for services provided.
- Prepare and track the department budgets.
- Responsible for monitoring monthly personnel allocation reports to reconcile personnel cost changes (salary and fringe benefits).
- Maintain, update and reconcile records of finances, invoices and expenditures related to department projects to ensure accuracy and appropriateness of entries.
- Prepare reports from electronic spreadsheets and databases by gathering and compiling data on various accounts.
- Assist with the processing and tracking of departmental purchasing and vendor invoices to ensure accurate and timely payment.
- Maintain an effective financial recordkeeping and filing system on department accounts.
- Provide administrative support to department management as necessary or performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of governmental accounting principles and theory, business practices and their application of a variety of accounting transactions.
- Knowledge and skill in the operation of computers and various software program to include Microsoft Suite.
- Knowledge of grammar, spelling and punctuation.
- Knowledge of bookkeeping practices and principles.
- Knowledge of the principles of record keeping and records management.
- Considerable ability to develop spreadsheets utilizing Excel or other spreadsheet software.

- Ability to analyze, identify and correct procedural problems.
- Ability to prepare a variety of financial reports.
- Ability to develop a system that can be easily reconciled.
- 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:

- Associate's degree from an accredited college or university in Accounting or Business Administration or a closely related field; and a minimum of three (3) years' experience in contracts/governmental accounting or closely related financial activity; Or
- High School diploma or GED and five (5) years' experience in contracts/governmental accounting or closely related financial activity.
- Bachelor's degree preferred.

ADDITIONAL REQUIREMENTS:

- Required to pass background check
- 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**

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**