



GILA RIVER FARMS

Is currently accepting applications for the following positions:

1. ***Senior Accountant**
2. ***Accounts Payable Specialist**
3. **Receptionist**

***THIS POSITION REQUIRES A 39-MONTH DEPARTMENT OF MOTOR VEHICLE DRIVING RECORD TO BE SUBMITTED WITH APPLICATION AND RESUME**

Applications are available at the Gila River Farms Office
Located at 212 N. Old Highway 93
Sacaton, AZ 85147

Office Hours:

**Monday thru Friday
7:00 am – 4:00 pm**

Phone: 520.315.3965 Fax: 520.562.3775

Note: Position is open until filled.

Thank You!

GILA RIVER FARMS

P.O. Box 397 – Old Hwy 93
Sacaton, Arizona 85147

Office: (520)315-3965 or (520) 836-2671 Fax: (520) 315-3775



SENIOR ACCOUNTANT

JOB TITLE: Senior Accountant

SALARY RANGE: Depending on Experience

STATUS: Full-time

SUPERVISOR: Controller

OVERVIEW: The Senior Accountant assists Controller in the development, direction, supervision and maintenance of the accounting systems, preparation of financial reports, financial planning, technical assistance, and financial analysis.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Review monthly and ad hoc financial reports and statements.
2. Maintains fiscal controls and assures the propriety of and proper accounting for all financial transactions.
3. Maintains budgetary controls so that resources are utilized only in accordance with policies and priorities provide by the Farm Board/Management and that Federal fiscal guidelines are properly observed.
4. Draft new letters of Credit and facilitate all issues with new and existing letters of credit.
5. Support financial statement and audits.
6. At management's discretion, directs and participates in studies intended to design improvements in fiscal controls and overall management.
7. Advises and assists management on accounting and financial management matters.
8. Plans and carries out assignments by applying accounting concepts to resolve management problems.

9. Develops and maintains a recommendation where critical findings are presented to management for actions.
10. Develops and maintains a complex automated accounting system to produce and track expenditures and all pertinent financial management matters.
11. Maintains and assures administrative professionalism.
12. Performs other duties as directed by Controller.

KNOWLEDGE AND SKILLS REQUIRED:

- Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and two year (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information system.
- Thorough knowledge of modern fiscal management theory and practices.
- Experience in the preparation of operating/capital budgets.
- Experience with Windows financial reporting systems, Excel and Word.
- Ability to perform analytical reviews and ability to interpret and critique significant financial data relationships.
- Ability to set priorities, follow up and complete projects in a timely manner.
- Good organizational, interpersonal, writing and communication skills in keeping staff informed, and in communicating results to management.

PHYSICAL DEMANDS:

The work is primarily sedentary. Physical demands include walking, standing, bending, carrying and transport of financial documents. Physical ability to lift up to 25 lbs.

WORK ENVIRONMENT:

The work is conducted in a non-smoking office setting with adequate lighting, heating and ventilation. Must agree to maintain a Drug Free work place as a condition of employment with Gila River Farms.

G I L A R I V E R F A R M S M A I N T A I N S A D R U G F R E E W O R K P L A C E

GILA RIVER FARMS

P.O. Box 397
Sacaton, Arizona 85247

480 963-7739
520 836-2671
520 315-3349 (Fax)



ACCOUNTS PAYABLE SPECIALIST

JOB TITLE: Accounts Payable Specialist

SALARY RANGE: \$25,514 - \$32,564 Per Annum

STATUS: Full-time

SUPERVISOR: Controller

OVERVIEW: Under the direction of the Controller, this position is responsible for processing expense data in compliance with Farms policy, procedures, laws and regulations. Also responsible for the accurate and timely recording of current and long-term liabilities, analysis of budget variances, analytical reviews, financial reporting and cash management data.

ESSENTIAL JOB FUNCTIONS

1. Performs accounts payable duties including payment of vendor invoices in a timely manner, matching statements, invoices, purchase orders and delivery receipts, entering data into the accounting system.
2. Responsible for printing checks, wire transfer and ACH transactions. Maintain support files as well as providing reports to management.
3. Maintains file system of expense vouchers that include supporting documentation.
4. Reconcile various accounts by identifying errors in posting or omissions by applying appropriate accounting standards.

5. Receives, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate person
6. Maintain various spreadsheets and schedules as part of general bookkeeping duties as requested by Controller.
7. Maintains an accurate record keeping system that is secure and confidential including records and files pertaining to purchases and procurement
8. Performs other duties as required to support Accounting Department.
9. Handles all vendor correspondence via phone or email.
10. Investigates and records problems associated with processing of invoices and purchase orders.
11. Assists with monthly status reports and monthly closing.

KNOWLEDGE AND SKILLS REQUIRED

- Minimum of two (2) years of college accounting courses and one (1) year of accounts payable experience, or any combination of the following that may satisfy the education requirement: Experience in an accounts payable function, experience involving data entry in an automated financial reporting system.
- Proven competency in accounting procedures and reporting systems required.
- Knowledge of computers and computer operations, particularly personal computers, spreadsheets, and accounting packages; SAGE 100 a plus
- Ability to express ideas clearly, both orally and in writing;
- Strong administrative and organizational abilities;
- Ability to perform assigned duties in a timely manner and with little supervision;
- Ability to maintain effective working relationships with people of varied economic, educational and cultural backgrounds;
- Ability to adapt to changes, demands and growth.
- Must be dependable and have reliable transportation
- Physical and emotional condition adequate to meet the demands of assigned duties;
- Work related contacts include Gila River Farms employees at every level. Outside contacts including general public, vendors of related services, and GRF'S customers.

PHYSICAL DEMANDS:

The work is primarily sedentary. Physical demands include walking, standing, bending, carrying and transport of various office paperwork.

WORK ENVIRONMENT:

The work is conducted in a non-smoking office setting with adequate lighting, heating and ventilation. Must agree to maintain a Drug Free work place as a condition of employment with Gila River Farms.

Gila River Farms is a Drug Free Workplace

GILA RIVER FARMS
P.O. Box 397
Sacaton, Arizona 85147

480 963-7739
520 836-2671
520 315-3349 (Fax)



RECEPTIONIST

JOB TITLE: Receptionist

SALARY RANGE: DOE

STATUS: Full-time

SUPERVISOR: Controller

OVERVIEW: This position located in the Gila River Farms Office requires a high level of clerical competence requiring computer skills and discretion & tact in dealing with the public and performing a variety of tasks dealing with statistical data.

ESSENTIAL JOB FUNCTIONS:

1. Answer telephones, greets public, and give directions as needed.
2. Records and delivers accurate messages.
3. Sort daily mail, stamp daily mail, log daily mail and deliver mail to correct person.
4. Distribute payroll checks as assigned.
5. Weigh trucks and maintains weigh scale log for hay shipments, citrus shipments and olive shipments during harvesting season.
6. Performs data entry and prepares excel spreadsheets for farm products.
7. Takes orders for new and current propane customers, dispatch orders to propane truck drivers and write receipts for propane cash payments. Answers questions from propane customers regarding installations, hours of service, delivery of service, payments, etc. Writes cash receipts and delivers cash receipts to person responsible for preparation of bank

- deposits that forwards accounts receivable data to accounts receivable processor. Maintains propane correspondence file.
8. Schedules propane delivery service for customers and provides propane manager with delivery schedules every morning
 9. Receipts cash sales of hay, propane, and other miscellaneous sales.
 10. Drop money in box and make sure correct amount is in the envelope.
 11. Types correspondence for the daily operations of the farm.
 12. Provides support for office personnel as requested.
 13. Assists with processing of NSF checks, with the preparation of sales tax return to Gila River Indian Community and with follow-up on accounts receivable-aging of accounts receivable.
 14. Deliver cash receipts to person responsible for preparation of bank deposits that forwards accounts receivable data to accounts receivable processor.
 15. Performing other duties as assigned.
 16. Track and reconcile customer accounts in the accounting system.

SKILLS, KNOWLEDGE AND ABILITIES:

- High School or GED Diploma
- General Knowledge of office procedures
- Ability to type 45 wpm and operate 10 key calculator
- Computer skills and knowledge of MS word, excel and SAP.
- Possess good manners and people skills.
- Ability to work well with others.
- Ability to work under pressure.

PURPOSE OF CONTACTS:

Work related contacts include Gila River Farms employees at every level. Outside contacts include general public, vendors of related services, and the customers of Gila River Farms.

PHYSICAL DEMANDS:

The work is primarily sedentary. Physical demands include walking, standing, bending, carrying, and transport of office paperwork. Physical ability to lift up to 25 lbs.

WORK ENVIROMENT:

The work is conducted in a non-smoking office setting with adequate lighting, heating, and ventilation. Must agree to maintain a Drug Free work place as a condition of employment with Gila River Farms.

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