

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** ACCOUNTANT

**Report To:** General Manager

**Department:** Sand & Rock

**Job Vacancy:** YAN-26-24

**Status:** Full Time (Non Exempt)

**Starting Wage:** \$31.45hr

**Opening Date:** 02-02-26

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

To perform Human Resource and financial duties with in Sand & Rock, process time card, PTO leave slips, time Records, accounts receivables, collections and General Ledgers. Must have sound knowledge of Sand & Rock Handbook, regarding policies and procedures.

### **QUALIFICATIONS:**

- Must be proficient in Microsoft Excel and Word and Great Plains computer software.
- Must have High School Diploma or GED
- Must have minimum of three (3) years varied clerical experience
- Must have a Minimum of One (1) year of bookkeeping experience.
- Must have strong math skills.

### **DUTIES AND RESPONSIBILITIES:**

- Must be able to process weekly payroll hours, payroll reports, accounts receivable/ payable when needed.
- Must be detailed oriented and organized and extremely trust worthy.
- Must process A/R Credit and Collections for business.
- Must keep accurate records for sales tax reporting.
- Must be responsible for Monthly Closing General ledger Entries.
- Must keep records and be responsible for ADOT tags and vehicle registration.
- Must keep accurate Quarterly reports for MSHA/State Mining Inspector.
- Must have knowledge in filing employee information and is responsible for updating employees on any changes.
- Must have professionalism and confidentiality at all times.
- Is responsible for Bank reconciliation, deposits.
- Must be able to meet deadlines and schedules for processing monthly statements, financial charges.

- Must work closely with other depts. in Mining Operation and Yavapai-Apache Nation.
- Must be able to assist during annual Auditing process.
- Performs other job-related assignments, per General Manager, Nation Finance Director and Tribal Council.
- Must be able to supervise office staff and office functions.
- Must maintain Great Customer Service Skills at all times.
- Must maintain Accounts for customers, staff, contractor and vendors.
- Must have Knowledge with Great Plains Computer program.
- Must have knowledge of various standard office equipment.

#### **Physical Requirements:**

- Must be able to lift and move twenty (20) lbs.
- Must be able to sit for long periods of time.

**How to apply: Please submit your resume and application to:  
Yavapai-Apache Nation / Human Resources  
2400 W. Datsi / Camp Verde, AZ 86322  
P: 928-567-1062 / Fax: 928-567-1064  
[www.yavapai-apache.org](http://www.yavapai-apache.org)**

#### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**