

**SAN XAVIER ALLOTTEES ASSOCIATION, INC.**

**325 East Vamori Street, Tucson, Arizona 85756**

*Toll free 1.855.807.2121 Office 520.807.2121 520.807.2222 Fax 520.807.2626*

---

**JOB ANNOUNCEMENT**

**Accounting Clerk**

**JOB POSTING: March 3, 2017**

**JOB CLOSING DATE: OPEN UNTIL FILLED**

**Salary: \$15.68 per hour**

**BENEFITS: YES**

**SCOPE OF WORK:** The Accounting Clerk shall be responsible for performing record keeping functions, payroll processing, accounts payable disbursements, preparation of accounting reports to the Executive Director and the SXAA Board, assists the independent auditing firms in preparation of yearly audits, and other duties as assigned.

**QUALIFICATIONS:**

1. Associate degree in Business or Accounting and five (5) years' work experience in an accounting position; OR
2. A combination of education, training and work experience working in an accounting position with a tribal or non-profit organization;
3. Must not have any criminal convictions involving white collar crimes within any tribal, state, or federal courts.
4. Extensive knowledge of accounting functions, financial reports, tax requirements, payroll and account management.
5. Knowledge and working experience of the accounting program QuickBooks preferred.
6. Bilingual English/Tohono O'odham preferred
7. Must have a valid Arizona Driver's License. No major traffic offenses.

**APPLY TO THE SAN XAVIER ALLOTTEES ASSOCIATION, INC. BY THE CLOSE OF BUSINESS AT 5 P.M. APPLICATION AND REQUIRED FORMS ARE AVAILABLE AT:**  
[SXAA@sanxavierallottee.org](mailto: SXAA@sanxavierallottee.org)

- A. SXAA application.
- B. Two letters of references.
- C. Signed and completed Authorization to Release Information document.

**EMAIL AND POSTAL DELIVERY IS ACCEPTABLE: Email: [SXAA@sanxavierallottee.org](mailto: SXAA@sanxavierallottee.org)**  
**Mailing address: 325 East Vamori Street, Tucson, Arizona 85756 Contact SXAA 520-807-2121 for application or email us. Thank you.**

**Revised 03/03/17**