



P.O. Box 910 • SELLS, FAX (520) 383-3096 ARIZONA 85634-0910 • PHONE (520) 383-2281

JOB ANNOUNCEMENT

JOB TITLE: District Treasurer
SALARY: \$54,948.40
SUPERVISION: District Chairperson/Vice Chair (Immediate Supervisors)
District Council (General Supervision)

Opening Date: May 23, 2023,

Closing Date: Open Until Filled

Hrs./Wrk.: Exempt

Status: 2-Year Appointment/Full Time

Position Summary: The Sells District is seeking to fill an appointment of District Treasurer who shares the role and responsibility of protecting the Sells District's interest in all financial matters. Performs responsible accounting support and administrative work in the preparation, processing, maintenance, and verification of accounting documents and records; and performs related duties as assigned. The ideal individual holds in high regard the needs of the district and its members above all.

DUTIES & RESPONSIBILITIES:

- Verifies, audits, edits, and prepares bi-weekly payroll and maintains payroll records; reviews employee timesheets; identifies and works with supervisor to resolve timesheet discrepancies; verifies salary rates and maintains an accurate record of leave accrual rates; enters data in the payroll systems; generates, reviews reconcile payroll records to ensure accuracy and completeness of payroll and deductions; transmits direct deposit information.
- Maintains payroll system for District Council and District Committees Payroll/Per Diem compensation end tax year filing record for compensation as approved in the fiscal year
- Provides information and general assistance to staff regarding payroll policies, procedures and processes, and agreements, Updates system with a variety of employee and personnel changes.
- Reviews, processes inputs, and, as needed, prints, and distributes checks for payment of vendor invoices and other accounts payable.
- Maintains financial records; generates reviews and updates reports as required for multiple budgets and expenses for the District Businesses, District Administration, Committees, Ge Oidag, Kawulk, North Communities, and Sells Community.



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- Monitors and advises in collaboration with the Sells District Financial Advisor on District Investments Portfolio, providing guidance and understanding of investments to the Council.
- Proposes and advises budget modifications and amendments to the fiscal year budget with the communities, committees, administration, and council.
- Performs utility billing processing duties for the Administration, Committees, and Communities
- Generates and reviews daily and monthly billing/receipt reports.
- Reviews balancing of and/or balances of receipts.
- Examines receipts for accuracy and completeness.
- Resolve and/or assist in resolving deposit discrepancies and provides the requested information.
- Monitor bank accounts and transfers and complete bank reconciliations for all accounts under the district: i.e., District Enterprises, Administration, Committees, and the Communities.
 - Presents quarterly reconciliation reports to the District Chairperson and Council upon request.
- Report to District Council current expenditures and incoming revenues on a monthly basis.
- Ensure proper assignment to the right accounts for the Sells District Administration and its Communities.
- Assist in the preparation of budgets for District Administration and its Communities.
- Monitors budgets to ensure that the District and Communities expenses are within their means.
- Interprets budget justifications, if needed.
- Assist in presenting the fiscal year budgets to the Tohono O'odham Legislative Council for approval.
- Attends all Sells District Council Meetings. Attends Community meetings upon request.
- Ensures the updating of modified budgets according to District Council and Community resolutions.
- Ensure and maintain a system for tax filing deadlines.
- Provides documents for the auditor.
- Performs other duties as related to the position, assigned, and authorized by the Chairperson of the District and by the District Council.



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QUALIFICATIONS

- Successful graduation from a business college or trade school with all coursework in accounting – A copy of the degree must be submitted.

OR

- Minimum four (4) years of experience in maintaining basic accounting records and preparing budgets and financial statements, preferably with experience in Tohono O’odham Nation and District Budgeting processes and requirements.

-AND-

- A valid Arizona Driver’s License with no DUI or major traffic violations within the past three years.
- Upon recommendation for hire must submit to drug and alcohol testing prior to the start date and randomly thereafter as required by all administration and staff of the district.
- Must successfully complete a probationary period at which time the incumbent will be evaluated for satisfactory performance of responsibilities and duties listed.
- Upon recommendation for hire a criminal background check with NO prior convictions of any felonies is required to determine suitability for hire.
- Bilingual, Tohono O’odham Language preferred/not required.

Preference in filling vacancy will be given to Sells District Members, Members of the Tohono O’odham Nation, then to any other Indian candidates in accordance with the Indian Preference Act

HOW TO APPLY:

Must present to all Sells District Communities prior to approval from the council.

Must submit a letter of interest along with an updated resume to the Sells District Council.

The letter and resume must be delivered to the Sells District Office located at Arizona State Highway 86, milepost 112 in Sells, Arizona 85634 for more information call the Sells District Office at 520.383.2281 or you may submit your letter and information via email to the receptionist at reception@sellsdistrict.com or fax 520.383.3096