



Job Openings - Tribal As of 2024-09-24

Surveillance Operator I

Responsibilities: Will conduct the operation of closed circuit television system monitoring in all areas of the casino. Must be alert, attentive and focused at all times and able to prepare comprehensive reports. Must be computer literate with the knowledge of Windows OS, Microsoft software, keyboards, etc.

Requirements: Requires a High School Diploma or GED. Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.

Full-time Midnight shift schedule, excellent benefits, starting at \$16.61-\$22.10 hourly DOE plus \$1.00 shift differential for 3rd shift. The Tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants.

Complete an application and submit to the Yavapai Gaming Commission Office, PO Box 10190, Prescott, AZ 86301. Open until filled

Enterprise Staff Accountant

Responsibilities: Maintenance and accuracy of financial records for funds and accounts assigned. Prepares financial reports. Acts as a full-charge bookkeeper for the Tribal Enterprises assigned. Prepares necessary entries to complete month end, quarter end and year end processing to close the ledger on a timely basis. Prepares financial reports on a scheduled basis to provide accurate data to various levels of management. Processes accounts payable and accounts receivable.

Requirements: Associate's degree in Accounting or related field with minimum of six years accounting experience. Bachelor's degree preferred. Must have knowledge of property accounting, budgeting and cost control procedures. Excellent computer and accounting database skills.

Full-time, benefited position, starting rate \$49,647 -

\$66,031 annually DOE. The Tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. *Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.* Complete an application and submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301. **Open until filled.**

Gaming Inspector

Responsibilities: To observe and report any threat to the Tribe's Assets in a fun, non-smoking Casino atmosphere. Must have a keen sense of observation of details and the ability to write a comprehensive report on any violations of relevant regulations/laws of the Gaming Operations. Will assist in protecting patrons and the gaming facilities from any illegal activity. On the job training is provided. **Requirements:** High School Diploma or GED required. Must have computer knowledge of Windows, Microsoft Office, etc. Must be able to be on your feet for long periods of time. **Full-time opening, 4-day 10-hour shift, excellent benefits. Opening available on 3rd shift with \$1.50 shift differential. Starting at \$16.61 - \$22.10 hourly DOE.** The tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier. **Complete an application and submit to the Yavapai Gaming Commission Office, PO Box 10190, Prescott, AZ 86301.** Open until filled.

Police Officer

The Yavapai-Prescott Tribal Police Department, a progressive, professional and community based policing agency, is seeking a Police Officer. Must be AZ POST Certified and/or will be certified within 6 months. Will protect life and property through the enforcement of applicable Tribal, State and Federal laws and regulations. **Full time patrol officer doing shift work with both traditional and non-traditional 48 hour per week schedule. Starting rate: \$23.87 - \$31.75/hour DOE** + medical benefits, paid vacation & holidays, 401K retirement plan and Arizona Public Safety Personnel Retirement System. Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier. The tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. **Complete an application and submit with resume to Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301.** Open until filled.

Para-Archaeologist

****Open to Tribal Members Only****

Responsibilities - To introduce Yavapai Tribal Members to archaeological methods and techniques in order to learn the skills necessary to work as Para-archaeologists. Performs field and research work to record and evaluate Yavapai sites of the Yavapai-Prescott Indian Tribe. Perform field surveys under the direction of the Tribal Archaeologist using standard archaeological field survey methods as prescribed by State and Federal agencies.

Requirements - Must have a High School diploma or GED equivalent. *Must possess a valid Arizona driver's license and be insurable under the Tribe's auto insurance carrier. Must pass a background check and drug test.*

Half-Time, non-benefited, \$14.35 - \$18.47 hourly, DOE. Complete an application and submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301. Open until filled.

Accountant

Responsibilities: Responsible for providing excellent customer service to local businesses. Prepares general ledger transactions, reconciliations and monthly reports. Prepares weekly deposits and posts to the general ledger. Processes petty cash requests and reconciles with the ledger. Collects and reviews business license applications, issues annual business licenses, updates license database.

Requirements: Minimum of two (2) years of accounting education at the college level or trade school. Two (2) years' experience maintaining a complete double-entry set of accounting and supporting records required. Must obtain and renew, annually, Tribal and Arizona State Gaming certifications.

Full-time, benefited position, starting rate \$18.27- \$24.31 hourly DOE.

The Tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. *Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.* Complete an application and submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301. **Open until filled.**

Staff Accountant

Responsibilities: Reconciles several high-volume bank accounts monthly for two different divisions. Assists in monthly general ledger reviews, prepares journal entries to correct errors, and prepares standard monthly journal entries for closing procedures. Responsible for the review and overall accuracy of funds and accounts assigned. Will cross train with three other Staff Accountants to fill in as necessary. Prefer intermediate Excel skills with knowledge of pivot tables and macros.

Requirements: **Must have an Associate's Degree in Accounting or related field, prefer a Bachelor's degree in accounting or related field.** Minimum of at least three (3) or more years in accounting experience. Must obtain and renew, annually, Tribal and Arizona State Gaming certifications.

Full-time, benefited position, \$49,647-\$66,031 annually DOE. The tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. *Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.* **Complete an application and submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301.**

Open until filled.

Probation / Compliance Officer

Responsibilities: Serves as Adult and Juvenile Probation/Release Officer, responsible for monitoring behavior of individuals on probation or released with conditions assigned by the Tribal Court. Services will be provided in accordance with all Tribal, State and Federal laws and regulations. Serves as the sex offender Compliance Officer along with ensuring the compliance of all active grants assigned to the Police Department.

Requirements: **Two years of college with experience in Behavioral Science, Criminal Justice and/or Child Protective Services or equivalent relevant work experience.** Must maintain a high degree of confidentiality, personal integrity and ethical behavior at all times. Knowledge of Federal, State, Local and Tribal laws relating to probation work and child protection. Knowledge of domestic violence, child protection issues and probation practices and procedures. Excellent verbal and written communication skills, to include report writing.

Full-time, benefited position, \$20.10 - \$26.74 hourly DOE. *Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier. The tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants."* **Complete an application and submit with resume to the Yavapai-Prescott Indian Tribe, Personnel Department 530 East Merritt Street, Prescott, AZ 86301.**

Open until filled.

Driver / Youth Activities Aide

Responsibilities: Will transport children to and from local schools in a Tribal van and fulfills other transportation needs for the Academic Support Programs Department. Also assists with children in the Youth Development Program and performs some clerical duties as assigned by the Academic Support Programs Director.

Requirements: Must have a high school diploma or GED and experience working with children is preferred.

Half-time, 20 hours per week, Paid Holidays and PTO, no other benefits, starting at \$14.78 - \$19.03 hourly DOE. The Tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. *Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.* Complete an application and submit with resume to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301. Open until filled.
