



Job Openings - Tribal As of 2024-12-13

Family Support Specialist

Responsibilities: Provides comprehensive case management services to children and families serviced by the Yavapai-Prescott Social Services. Will assist with services to families and ensure children's safety, protection and nurturance by providing client transport, program support, client education, mentoring and recordkeeping. Provides case management/other direct contact with client and/or family members to assist with implementation of family centered, strength-based case plan. Develops a case plan that addresses the client's personal as well as clinical goals and objectives and establishes realistic time frames to achieve those goals. Participates in Child and Family Team (CFT) meetings. Provides crisis services as necessary and may participate in the agency on-call system as assigned.

Requirements: Bachelor's Degree in Human Services and Behavioral Health field including, but not limited to Social Work, Psychology, Counseling and Education in similar fields with minimum three years of relevant experience. Experience with children, adolescents, families, Native Americans, disabled and/or handicapped preferred. Experience with Indian Child Welfare Act/Foster Care Policy a plus. Master's Degree preferred.

Full-time, excellent benefits, starting at \$20.10 - \$26.74 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

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.**

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.

Secretary

Responsibilities: Provides general secretarial and administrative support for the Administrative Office. Types letters, memos, forms and reports. Maintains correspondence, reports and files. Reviews, sorts and distributes mail. Processes Certified Mail and assists Staff with Fed-Ex, UPS and Courier Services. Assists with Employee and Community Events. Acts as back-up support for Office Administrator. Must maintain STRICT CONFIDENTIALITY.

Requirements: High School Diploma or GED. Minimum three (3) years experience in computer and office procedures. Proficient in the Windows Environment (Word, Excel, Outlook). Excellent communication skills a must. Strong organizational skills and exceptional Customer Service a must.

Full-time, excellent benefits, starting at \$15.22 - \$19.59 per hour 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, AZ 86301. **Open until filled**

Maintenance Supervisor

Responsibilities: Responsible for supervision of the aesthetic maintenance of public grounds and buildings in the residential, community, industrial and other Tribal areas. Supervises and works with Groundskeepers/Maintenance workers. Plans work schedules and sequence of operations for crew members. Reviews work while in progress and changes work assignments and methods as may be required. Accomplishes tasks by initiating and developing work bids and methods for each project. Determines equipment and materials required and assures that materials are ordered and delivered so as not to delay work. Develops and maintains yearly budget. Responsible for all aspects of project management - related grant/contract reporting, budget tracking, purchase requisitions, project estimates and quarterly reports.

Requirements: High School diploma or GED Equivalent required. Knowledge in all phases of groundskeeping and maintenance work, able to work heavy equipment used to facilitate maintenance of property and buildings. Knowledge & experience in operation of desktop workstations including Microsoft Word, Excel, Outlook. Ability to communicate and write effectively through a variety of methods including telephone, email, work orders, voice mail and group meetings as needed. Strong organizational skills, attention to detail and the ability to complete purchase orders and department paperwork with detailed project cost codes. Must be very well organized and detail oriented with the ability to handle more than one task at a time.

Full time, benefited position, starting rate \$45,134 - \$60,029 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.
