



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

Human Resources Department
 10005 East Osborn Road
 Scottsdale, Arizona 85256
 Main: (480) 362-7571
 Fax: (480) 362-5588

JOB POSTING FORM

Company Title:	Ross Brown Partners, Inc.
Work Location:	8925 E. Pima Center Pkwy., Suite 200, Scottsdale, AZ 85258
Position Title:	Staff Accountant

Check box that applies

Position Type: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern/Apprentice <input type="checkbox"/> Other _____	Rate of Pay: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours 40 / week <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary Benefits Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	--	--

JOB DUTIES/DESCRIPTION:

- Perform property management accounting tasks including CAM reconciliations with base year/gross ups/controllable caps.
- Perform cash flow forecasting and assist with budget entry and review.
- Responsible for monthly reports from bank reconciliations through journal entry/review and report compilation.
- Communicate report results to owners.

MINIMUM QUALIFICATIONS:

- Proficient in Microsoft Office software skills with strong knowledge of formulas in Excel.
- Knowledge of property management accounting including accrual basis, lease entry and tenant billings.
- Strong written and oral communication skills with any eye for detail.
- Strong customer service and organization skills – ability to multi-task and prioritize assignments.
- Prior experience with MRI and MRIQRY in Commercial Property Management preferred.

HOW TO APPLY FOR THE POSITION AND CONTACT INFORMATION?

Submit resume or applications to Chris Weinert at cweinert@rossbrown.com. You may call (480) 362-9517 with any questions.

SUBMITTED BY:	Chris Weinert	Title	Office Manager
OPENING DATE:	8/6/14		
CLOSING DATE:	8/11/14		
FOR INTERNAL OFFICE USE			
POSTED BY:			

Please email the following Job Posting to CommunityJobs@srpmic-nsn.gov

Human Resources will advertise the vacant position to give every opportunity for employment with the SRPMIC.
 Human Resources are allowed 3 business days to refer qualified applicants for employment.

All companies conducting business within the SRPMIC have agreed to Native American Preference as defined: Qualified members of the Community and Qualified Members of other federally recognized Indian Tribes shall receive preferences in hiring and in all other aspects of employment.

For additional information, please contact Russ Williams, Employment Compliance Coordinator at (480) 362-6623