SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

Human Resources Department-Community Employment
10005 East Osborn Road
Scottsdale, Arizona 85256
Main: (480) 362-7907 / Fax: (480) 362-2691

JOB POSTING FORM

Business Name: Butterfly Wonderland
Workplace Location: 9500 E. Via de Ventura
Position Title: Accounting Mgr

Position Status:
☒ Full-Time ☐ Part-time
☐ Intern/Apprentice ☐ Contractor
☐ Other _____

Rate of Pay per Hr: $_____
☐ Hourly ☐ Commensurate
☒ Salary ☐ Commission
40+ **Hours Per Week**

Benefits Eligible:
☒ Yes ☐ No
Driver's License Required:
☒ Yes ☐ No

JOB DESCRIPTION & DUTIES:

all accounting responsibilities
payroll
financial reports
invoicing
human resources

MINIMUM QUALIFICATIONS:

Quickbooks Word
POS
excel

APPLICATION SUBMISSION & EMPLOYER CONTACT INFORMATION

ONLINE: WWW.

SUBMIT RESUME ONLY TO: WWW.

EMPLOYMENT OFFICE ADDRESS:

CONTACT NAME: Dee Mangulins **CLOSING DATE:** 12.23.14

CONTACT NUMBER/EMAIL: dee@butterflywonderland.com

FOR INTERNAL OFFICE USE
POSTED BY:

Thoroughly fill-out highlighted areas on form and email the following Job Posting to CommunityJobs@srpmic-nsn.gov

Salt River HR is allowed 3 business days to advertise vacant/new positions, prior to public notice, to refer qualified SRP-MIC applicants for employment. All companies conducting business within the SRPMIC have agreed to Native American Preference as defined: Qualified SRP-MIC Members 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

Revised 10/31/2013