



GILA RIVER FARMS

Is currently accepting applications for the following positions:

1. Receptionist

Applications are available at the Gila River Farms Office
Located at 212 N. Old Highway 93
Sacaton, AZ 85147

Office Hours:

**Monday thru Friday
7:00 am – 4:00 pm**

Phone: 520.315.3965 Fax: 520.315.3775

Note: Position is open until filled.

Thank You!

GILA RIVER FARMS
P.O. Box 397
Sacaton, Arizona 85147

480 963-7739
520 836-2671
520 315-3349 (Fax)



RECEPTIONIST

JOB TITLE: Receptionist

SALARY RANGE: DOE

STATUS: Full-time

SUPERVISOR: Controller

OVERVIEW: This position located in the Gila River Farms Office requires a high level of clerical competence requiring computer skills and discretion & tact in dealing with the public and performing a variety of tasks dealing with statistical data.

ESSENTIAL JOB FUNCTIONS:

1. Answer telephones, greets public, and give directions as needed.
2. Records and delivers accurate messages.
3. Sort daily mail, stamp daily mail, log daily mail and deliver mail to correct person.
4. Distribute payroll checks as assigned.
5. Weigh trucks and maintains weigh scale log for hay shipments, citrus shipments and olive shipments during harvesting season.
6. Performs data entry and prepares excel spreadsheets for farm products.
7. Takes orders for new and current propane customers, dispatch orders to propane truck drivers and write receipts for propane cash payments. Answers questions from propane customers regarding installations, hours of service, delivery of service, payments, etc. Writes cash receipts and delivers cash receipts to person responsible for preparation of bank

deposits that forwards accounts receivable data to accounts receivable processor. Maintains propane correspondence file.

8. Schedules propane delivery service for customers and provides propane manager with delivery schedules every morning
9. Receipts cash sales of hay, propane, and other miscellaneous sales.
10. Drop money in box and make sure correct amount is in the envelope.
11. Types correspondence for the daily operations of the farm.
12. Provides support for office personnel as requested.
13. Assists with processing of NSF checks, with the preparation of sales tax return to Gila River Indian Community and with follow-up on accounts receivable-aging of accounts receivable.
14. Deliver cash receipts to person responsible for preparation of bank deposits that forwards accounts receivable data to accounts receivable processor.
15. Performing other duties as assigned.
16. Track and reconcile customer accounts in the accounting system.

SKILLS, KNOWLEDGE AND ABILITIES:

- High School or GED Diploma
- General Knowledge of office procedures
- Ability to type 45 wpm and operate 10 key calculator
- Computer skills and knowledge of MS word, excel and SAP.
- Possess good manners and people skills.
- Ability to work well with others.
- Ability to work under pressure.

PURPOSE OF CONTACTS:

Work related contacts include Gila River Farms employees at every level. Outside contacts include general public, vendors of related services, and the customers of Gila River Farms.

PHYSICAL DEMANDS:

The work is primarily sedentary. Physical demands include walking, standing, bending, carrying, and transport of office paperwork. Physical ability to lift up to 25 lbs.

WORK ENVIROMENT:

The work is conducted in a non-smoking office setting with adequate lighting, heating, and ventilation. Must agree to maintain a Drug Free work place as a condition of employment with Gila River Farms.

G I L A R I V E R F A R M S M A I N T A I N S A D R U G F R E E W O R K P L A C E