



Nez Perce Tribal Enterprises
P. O. Box 327
Lewiston, ID 83501
PH: 208-298-1168 Fax: 208-746-2845

In accordance with NPTEC Administrative Actions January 24, 2017 all current NPTE employees, current employees from other entities (NPT, Nimiipuu Health, NPT Housing, & Law & Justice), and enrolled Nez Perce Tribal members will be considered for all "In House" employment. TRIBAL PREFERENCE WILL APPLY.

JOB OPENINGS
June 21, 2022

ALL ARE ENCOURAGED TO APPLY ONLINE @ crcasino.com

IN-HOUSE POSITIONS:

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

MAINTENANCE TECHNICIAN I << ([CRC-21-053/Non-gaming/Full-time](#)): The purpose of the class is to provide assistance in all aspects of building and grounds maintenance for the Nez Perce Tribal enterprises. Requires high school diploma or equivalent, and formal training, special courses or self-education equivalent to satisfactory completion of one year of college education, or specialized advance training in carpentry, plumbing, electrical, HVAC, or closely related field. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Requires six (6) months related experience. Must be able to operate hand tools and scissor lift. Must have a positive work history. Pay ranges from \$12.71 - \$21.01. **Closes: 06/27/2021**

OPEN POSITIONS:

Accountant [gaming] [CRC-22-034] (Full-Time) – Requires Bachelors Degree in Accounting or Business Degree with an emphasis in accounting; (CPA preferred). Requires three years experience in general ledger accounting, with concentration on balance sheet account reconciliation, fixed assets, income statement analysis, financial analysis and spreadsheet creation. Requires one year of supervisory experience. Must be computer-literate, with proficiency in using a personal computer to develop, analyze and report on financial data; including proficiency in Excel, Word, and WordPerfect (experience with MAS 90 or MAS 200 preferred). Accounting records management, Gaming and Retail Accounting experience preferred. Must be able to obtain a Nez Perce Tribal Gaming License. Requires valid driver's license with insurable record. A resume and college transcripts are required with the application packet. **Closes: 06/24/22.**

Janitor << ([CRC-22-032/Non-gaming/Full Time](#)): To be responsible for cleaning and orderly upkeep of the Clearwater River Casino & Lodge, including the administrative offices at each site. Formal or informal education, which ensures the ability to read, write, and understand oral/written instruction. Cleaning or janitorial experience preferred. Pay ranges from \$12.79 - \$13.18 **Closes: Open Until Filled.**

FINANCE DIRECTOR ~ [CRC-22-033] (Gaming)(Full-Time) ~ provides overall leadership, guidance and direction to the finance department management team as it strives to provide the highest quality in exceptional service standards to tribal council, enterprise board, executive office, enterprise department head and outside organizations. The purpose of the class is to oversee and direct accounting functions in compliance with generally accepted accounting principles (GAAP). The class is responsible for the preparation, disbursement, maintenance, review, interpretation, analysis, and reconciliation of budgets, financial records, bank accounts, funds, grants, audits, and financial statements, and for staff supervision and reporting. Requires Bachelor's degree in Accounting, Business, Public Administration, or Finance (Master's and/or CPA preferred). Must be able to obtain a Nez Perce Tribal Gaming License (subject to complete background check). Requires a valid driver's license with the ability to be insured under the Tribe's policy (**must provide copy of driver's license and a motor vehicle report of ENTIRE driving record (MVR)**). CPA credential preferred. Requires three (3) years of supervisory experience. Requires five (5) years of experience in senior-level finance or accounting position. Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles (GAAP), knowledge of automated financial and accounting reporting systems, knowledge of federal and state financial regulations. Ability to analyze financial data and prepare financial reports, statements, and projections. Working knowledge of short and long term budgeting and forecasting, rolling budgets, and product-line profitability analysis. Requires professional written and verbal communication and interpersonal skills. Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects. Ability to participate in and facilitate group meetings. **Closes: 06/24/22.**

MAINTENANCE TECHNICIAN II ~ [CRC-22-039] (Full-time) To provide assistance in all aspects of building and grounds maintenance for the Nez Perce Tribal Enterprises. Requires Certificate degree preferably in Heating and Air Conditioning or satisfactory completion of one (1) year of college education in related field OR three (3) years of related experience. Requires a valid driver's license with the ability to be insured under the Tribe's policy; CDL preferred (**must provide a copy of driver's license and motor vehicle report of ENTIRE driving record (MVR)**). Requires six (6) months related experience. Requires operating basic equipment used for moving heavy items such as hand trucks and pallet jacks. must have a positive work history. **Closes: Open Until Filled.**

F & B SERVER << (CRC-22-019/Non-gaming/Part-time): Requires a High School Diploma or GED. Must be able to obtain a valid health card and attend Training for Intervention Procedures (TIPS for serving alcohol) to obtain a card within three (3) months of hire date. Training and/or three (3) month work experience in customer service required. Prior restaurant, cash handling, waiter/waitress experience preferred. Must be 19 years of age. Must have excellent communication skills, both oral and written.. Must have positive work history. Pay ranges from **\$12.76 - \$14.79** **Closes: Open Until Filled.**

SURVEILLANCE OFFICER << (CRC-22-026/Gaming/Full-Time): This position requires a high school diploma, GED, or specialized vocational training, including knowledge and ability to gain knowledge of the Nez Perce Tribe Gaming Commission Audit Manual and Internal Control Operating Procedures, and basic knowledge of criminal law. Must be able to obtain Nez Perce Tribal Gaming License. One (1) year experience in security or law enforcement preferred with superior work ethics and report writing skills. Must have excellent communication skills, both oral and written, and ability to handle conflict and problem resolution in a professional manner. Other pre-requisites apply as outlined in class description. Pay ranges from \$12.74 - \$17.64 **Closes: Open Until Filled.**

HOUSEKEEPER << (CRC-22-002/Non-gaming/Full-time): **RE-ADVERTISEMENT** Requires high school diploma or equivalent. Training in areas of housekeeping preferred. Housekeeping experience preferred. Requires a minimum of six (6) months experience in a customer focused environment. Ability to maintain a high level of confidentiality and professionalism. Must have a positive work history. Pay ranges from **\$12.79 - \$13.18** **Closes: Open Until Filled.**

LINE COOK III << (CRC-22-010/Non-gaming/Part-time): **RE-ADVERTISEMENT** Requires high school diploma or GED. Must be able to obtain a valid health card or serve safe equivalent. Have a good working knowledge of professional kitchen, equipment and food products with two years of high-volume Line Cook experience including breakfast, lunch, and dinner and/or equivalent combination of education and experience in food service. Must be computer literate with working knowledge of Microsoft programs and other software. Customer service experience preferred. Pay ranges from **\$12.73 - \$16.62**

Closes: Open Until Filled.

PLAYERS CLUB REPRESENTATIVE << (CRC-21-018/Gaming/ Full-time): **RE-ADVERTISEMENT** This position requires a high school diploma or GED, one (1) year of front-line guest service skills and two (2) years of cash handling experience. Must be able to obtain a Nez Perce Tribal Gaming License. Other pre-requisites apply as outlined in class description, including motor vehicle report (MVR). Pay ranges from **\$12.73 - \$16.62** **Closes: Open Until Filled.**

SPECIAL PROJECTS WORKER << (CRC-21-023/Non-gaming/On-call): The purpose of the job is to provide assistance to the designated department in regular or special projects that need to be completed. Special Project Worker will work hours based on needs of NPT Enterprises and its departments. Requires high school diploma or equivalent. Six (6) months of work experience in inventory, hospitality, gaming, hotel/motel or other facility preferred. Six (6) months of customer service experience preferred. Pay ranges from **\$12.73 - \$16.62** **Closes: Open Until Filled.**

LINE COOK II << (CRC-21-055/Non-gaming/Part-time): **RE-ADVERTISEMENT** This position requires a High school diploma or GED. Must be able to obtain a valid health card or serve safe equivalent. Have a good working knowledge of professional kitchen, equipment, and food products with 6 months Line Cook and/or Deli experience including breakfast, lunch, and dinner and/or equivalent combination of education and experience in food service. Customer service experience preferred. Pay ranges from **\$12.76 - \$15.70** **Closes: Open Until Filled.**

SECURITY OFFICER << (CRC-21-003/Gaming/Full-time): **RE-ADVERTISEMENT** This position requires a high school diploma, GED, or enforcement preferred with superior work ethics and report writing skills, other pre-requisites apply as outlined in class description. Requires a valid driver's license, including motor vehicle report (MVR). Pay ranges from **\$12.74 - \$17.64** **Closes: Open Until Filled.**

HOUSEKEEPING LEAD << (HTL-19-019/Non-gaming/Full-time): **RE-ADVERTISEMENT** The purpose of the position is to assist the Executive Housekeeper with supervision of hotel housekeepers on an assigned shift. Requires high school diploma, GED. Requires a valid drive's license with the ability to be insured under the Tribes policy. Requires training and/or three (3) years' work experience in housekeeping, janitorial and/or environment services. Requires one (1) year of supervisory experience; experience and knowledge of cleaning procedures, practices and handling of chemicals preferred. Pay ranges from **\$12.74 - \$16.62** **DOE** **Closes: Open Until Filled.**

ITSE' YE YE CASINO (KAMIAH, ID):

Janitor << (CRC-22-009/Non-gaming/On-call): To be responsible for cleaning and orderly upkeep of the Clearwater River Casino & Lodge, including the administrative offices at each site. Formal or informal education, which ensures the ability to read, write, and understand oral/written instruction. Cleaning or janitorial experience preferred. Pay ranges from **\$12.79 - \$13.18** **Closes: Open until Filled.**

SECURITY OFFICER << (IYY-21-042/Gaming/Full-time): **RE-ADVERTISEMENT** This position requires a high school diploma, GED, or enforcement preferred with superior work ethics and report writing skills, other pre-requisites apply as outlined in class description. Requires a valid driver's license, including motor vehicle report (MVR). Pay ranges from **\$12.74 - \$17.64** **Closes: Open Until Filled.**

DROP CREW WORKER << (IYY-22-016/Gaming/Part-time): The purpose of the job is extract money from gaming machines and audit revenues. The job is responsible for equipment, revenues, and shift assignments. Requires high school diploma or equivalent, or specialized vocational training. One month demonstrated work experience preferred. Must be able to obtain a Nez Perce Tribal Gaming Key License. Pay ranges from **\$14.76 - \$16.62** **Closes: Open Until Filled.**

CASINO SHIFT MANAGER (IYY-22-031/Gaming/Full-time): This position is responsible for the overall operation of the casino operations during their shift. An Associate's Degree is required, vocational technical degree, or specialized training equivalent to satisfactory completion of two years of college with emphasis in Business Management or a closely related field. Requires two (2) years management/supervisory experience. Supervisory in a Gaming establishment is highly preferred. Gaming experience and cash handling experience preferred. Must be able to obtain a Nez Perce Tribal Gaming License. Requires a valid driver's license including Motor Vehicle Report (MVR). Must possess strong customer service skills. Must possess basic computer skills with knowledge of Microsoft suite. Must have a positive work history. **Closes: 06/24/22.**

NEZ PERCE EXPRESS (LEWISTON, ID)

STORE CLERK << (NPX-22-021/Non-gaming/Part-time): The incumbent of this position will assist in maintaining store operations to assure guest satisfaction and profitability as well as a positive work atmosphere. Requires high school diploma or GED. Three (3) months cash register and stocking experience in a customer service-oriented establishment preferred. Other pre-requisites apply as outlined in class description. Pay ranges from **\$12.76 - \$14.79** **Closes: Open Until Filled.**

QE'MES EXPRESS (WINCHESTER, ID)

STORE CLERK << (QEX-22-006/Non-gaming/Part-time): The incumbent of this position will assist in maintaining store operations to assure guest satisfaction and profitability as well as a positive work atmosphere. Requires high school diploma or GED. Three (3) months cash register and stocking experience in a customer service-oriented establishment preferred. Other pre-requisites apply as outlined in class description. Pay ranges from **\$12.76 - \$14.79** **Closes: Open Until Filled.**

MAINTENANCE ~ [QEX-22-023] (Part-Time): To be responsible for general cleaning and repairing equipment. The class works according to some procedures but decides how and when to do things under general supervision. Requires high school diploma or GED. Requires a valid driver's license with the ability to be insured under the Tribe's policy (***must provide copy of driver's license and a motor vehicle report of driving record (MVR)***). Requires three (3) months experience in custodial or general maintenance field.

Closes: Open Until Filled.

[Red Wolf Golf Club \(Clarkston, WA\)](#)

NONE AT THIS TIME

[Zim's Hot Spring \(NEW MEADOWS, ID\)](#)

NONE AT THIS TIME

EMPLOYEE BENEFIT PACKAGE:

- | | |
|--|---|
| ➤ Medical/Dental/Vision | ➤ Annual & Sick Leave + Paid Holidays |
| ➤ Employer-paid Life Insurance + option to add | ➤ Employee Assistance Program |
| ➤ 401(K) competitive match | ➤ Furnished Uniforms |
| ➤ Employee Discounts | ➤ Short-Term Disability & Accident Insurance option |

APPLICATION REQUIREMENTS:

- Positive Work History.
- Transcripts or diploma must be submitted if position requires.
- Positions required to drive must submit a three (3) year Motor Vehicle Report (MVR) issued within 90 days preceding submittal of application.
- Pre-employment drug screening.
- **All Gaming positions require a Nez Perce Tribal Gaming license;** and are subject to the application procedures established by the Gaming Commission.
- Complete employment application
- Three (3) letters of references (Gaming positions only).
- Complete class description available upon request.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Applications are also available online at www.crcasino.com or email hr@crcasino.com