



Craig Tribal Association  
P.O. Box 828  
Craig, Alaska 99921  
Tel: 907-826-3996  
Fax: 907-826-3997

**JOB ANNOUNCEMENT**  
**ACCOUNTING CLERK**

**Full-Time, Part-Time (36 months), Non-Exempt**

**Purpose:** The Accounting Clerk will perform a variety of general accounting support to the accounting supervisor, the Tribal Administrator and department managers to ensure financial reports and transactions are processed in a timely manner. The Accounting Clerk will be will key daily worksheets to the general ledger system, ensure files are completed and maintained as needed, handle account payable duties, and assist the Financial Manager in all financial matters for the daily operation of the tribe. Performing the work will require in-depth knowledge of a body of accounting, budget, or other financial management regulation, practices, procedures, and policies related to a specific function.

**Supervision:** The Accounting Clerk will be directly accountable to the Tribal Financial Manager and under the general supervision of the Tribal Administrator. This position will not have supervisory capacity.

**Minimum Qualifications**

1. High School diploma or GED Equivalent
2. Must have a valid driver's license and be insurable with tribal insurance policies
3. Computer knowledge; proficiency with accounting software, spreadsheets, word processing, keyboarding and ten-key
4. Understanding of basic accounting principles
5. Organized, ability to follow through on assigned tasks in a timely manner
6. Interpersonal skills using tact, patience and courtesy
7. Basic record-keeping techniques
8. Mature, able to apply attention to detail and ability to multi-task

**CLOSING DATE:** OPEN UNTIL FILLED  
**Salary Range:** \$17.00- 22.00/Hr. DOE  
**Posted:** October 27, 2021

**CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE. SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT UA AND SUBMIT A CRIMINAL BACKGROUND CHECK UPON JOB OFFER. PER THE TRIBAL POLICIES, AMERICAN INDIAN/ALASKA NATIVE PREFERENCE APPLIES.**

Due to COVID-19, applications may be emailed to: [assttribaladmin@craigtribe.org](mailto:assttribaladmin@craigtribe.org)  
Or drop at CTA Offices M-F, 8:00 a.m. - 4:30 p.m.