



Craig Tribal Association
P.O. Box 828
Craig, Alaska 99921
Tel: 907-826-3996
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JOB ANNOUNCEMENT
TRIBAL FINANCIAL MANAGER
Full-Time, Exempt

Purpose: The Craig Tribal Association, a federally recognized tribe, is recruiting for a Tribal Financial Manager. This is a full-time, Exempt position, and pursuant to P.L. 93-638, Indian Preference will apply. The Tribal Financial Manager shall be responsible for supervising and managing the accounting department and all areas of financial reporting, ensuring accurate and timely financial practices of the Craig Tribal Association.

The Tribal Financial Manager is directly accountable to the Tribal Administrator.

Qualifications:

1. Tribal Financial Management and Accounting experience, Certification preferred.
2. Minimum of 5 years of experience in Bookkeeping.
3. Understanding of basic accounting principles.
4. Experience coordinating audit activities and managing reporting, budget development, accounts payable and receivable, general ledger and payroll.
5. High Proficiency with Quickbooks Accounting systems.
6. Ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
7. Must comply with the Driving Policy, Pre-Employment Screening Policy and Drug, Alcohol and Contraband-Free Policy.

Benefits:

- Health Benefit Stipend
- Retirement
- Leave Benefits
- \$500 Sign on bonus

CLOSING DATE: 11/28/22.
Salary Range: \$55,000-\$75,000 DOE.

CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE. SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT URINALYSIS AND SUBMIT A CRIMINAL BACKGROUND CHECK UPON JOB OFFER.

Applications may be electronically submitted to: justna.cook@craigtribe.org