



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

JOB ANNOUNCEMENT
ACCOUNTING TECHNICIAN
Full-Time, Non-Exempt

Purpose: The Craig Tribal Association, a federally recognized tribe, is recruiting for a Accounting Technician. This is a full-time, exempt position, and pursuant to P.L. 93-638, Indian Preference will apply. The Accounting Technician shall be responsible for daily data entry into the accounting system, tracking accounts, following bookkeeping procedures, verifying the accuracy of financial records, and assist the Tribal Financial Manager in all financial matters for the daily operation of the tribe.

Qualifications:

1. Computer knowledge; proficiency with accounting software, spreadsheets, word processing, keyboarding and ten key.
2. Understanding of basic accounting principles.
3. Experience with Accounting Software.
4. Basic understanding of bookkeeping practices and procedures.
5. Attention to detail and ability to multi-task.
6. Understanding of basic accounting principles.
7. Ability to follow verbal and written instructions.
8. Organized, ability to follow through on assigned tasks in a timely manner.
9. Must have a high school diploma or equivalent required, with some bookkeeping coursework. Associates degree preferred.
10. 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.
11. Must have a valid driver's license and be able to be approved by CTA Insurance Company.

Benefits:

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

POSTING DATE: 9.21.2023 until filled.

Salary Range: \$18 - \$26/hr. 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: assttribaladmin@craigtribe.org