



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

JOB ANNOUNCEMENT

**Accounting File Clerk
Full-time, Non-Exempt**

Purpose: The Accounting File 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 File Clerk will be responsible for all paper and electronic financial files, archiving and shredding files that have passed record retention date. The Accounting File Clerk will also be responsible for procuring office supplies, support for office and Council travel, and serve as Enrollment duty back-up, and will assist the Tribal Financial Manager in all financial matters for the daily operation of the tribe.

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 & Skills:

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

Salary range: \$17-\$20/hr, DOE

Posted: December 8, 2020

Closing date: December 22, 2020 at 4:00 p.m.

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.

Applications may be submitted to the tribal offices: 1330 Craig/Klawock Highway, Craig, Alaska, or download from the CTA Website: www.craigtribe.org.