



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

JOB ANNOUNCEMENT
Construction Accountant
Full-time, Non-Exempt

Purpose: The Craig Tribal Association (CTA) is seeking a detail-oriented and experienced Construction Accountant to join our team. This position plays a vital role in supporting CTA's construction, transportation, and infrastructure projects through accurate financial tracking, grant compliance, and project account oversight.

Position Summary:

The Construction Accountant is responsible for managing all financial aspects of CTA's construction and capital improvement projects. This includes job cost accounting, budget monitoring, tracking expenditures, preparing drawdowns, supporting procurement, and ensuring compliance with federal, state, and tribal requirements. The ideal candidate will be organized, reliable, and able to work collaboratively with CTA staff, contractors, and funding partners.

Minimum Qualifications & Skills:

- Construction accounting, 2 years in accounting preferred.
- High School Diploma or GED Equivalent.
- Knowledge of 2 CFR Part 200 Uniform Guidance.
- Familiarity with Davis-Bacon Act wage reporting and certified payroll requirements.
- Experience in project management software.
- 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.
- Organized, ability to follow through on assigned tasks in a timely manner.
- Interpersonal skills using tact, patience and courtesy.
- Attention to detail and ability to multi-task.

Salary range: \$25.00-29.00/hr. DOE

Benefits: Paid time off and holidays, retirement, health stipend

Posted: November 13, 2025

Closing date: Open until filled.

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: 505 Front Street, Craig, Alaska, or emailed to hr@craigtribe.org