

# Yakutat Tlingit Tribe

606 Forest Hwy. 10 \* P.O. Box 418 \* Yakutat, Alaska 99689  
Phone (907) 784-3238 \* Fax (907) 784-3595 \* www.ytttribe.org



## JOB ANNOUNCEMENT

### FINANCE & HUMAN RESOURCE MANAGER

**Department:** Administrative/Finance

**Direct Supervision:** CFO-Finance/ED-Human Resources

**Wage:** DOE (depends on experience)

**Hours of Work:** 9AM-5PM, M-F, 35 hrs,+some wkds/eve

**Application Deadline:** OPEN UNTIL FILLED

**Employment:** Full-time, Regular (Exempt)

**Benefits:** Leave, Holidays, Retirement, Health

**Applications:** YTT Human Resource Office

606 Forest Hwy#10 (907) 784-3238 x.103

(application can be emailed upon request)

#### GENERAL DESCRIPTION:

The Yakutat Tlingit Tribe seeks qualified individuals with a strong background in accounting and/or finance as well as Human Resource experience. Individuals should be self-starters who are highly motivated and able to analyze, multitask and solve complex financial issues. The ideal candidate has demonstrated knowledge and experience of accounting and finance with a proven track record of supervision of teams and work groups. We offer a generous benefits package which includes 100% paid health/life insurance, 401k with 3% automatic and 4% match, above industry standard personal/sick leave policy, and subsistence leave.

#### MINIMUM QUALIFICATIONS:

Education and work experience

- Bachelor degree in accounting, finance, or closely related field required
- CPA preferred, PHR/SPHR desired
- Required successful work experience of 5 years in accounting, finance, economics, or related field
- Must possess and maintain a valid Alaska State driver's license and be eligible for Tribe's vehicle insurance. In addition, this position is subject to pre-employment background clearances

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated knowledge of GAAP and GASB
- Strong communication skills and ability to multi-task.
- Thorough knowledge of financial reporting and budget preparation
- Acquire/Maintain knowledge necessary to cover subordinate finance staff duties, as well as CFO duties in case of absence and/or vacancy.
- Advanced computer skills required using ActionStrategy, Microsoft Word, Excel, Outlook, Business Intelligence, Dashboards, and accounting database programs (such as Abila MIP and QuickBooks).
- Ability to work independently with brief verbal instructions, as well as prioritize workload.
- Must be able to work flexible hours to meet deadline and client needs. Some weekends & evenings required.
- Requires the ability to prepare spreadsheets, graphs and charts, etc.
- **Travel Required:** Occasional travel. You may be expected to travel in this position for training, conferences, or other as assigned.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY for QUALIFIED native applicants.

Posted by:

\_\_\_\_\_  
Mickell Schumacher, HR-PR Clerk

\_\_\_\_\_  
Date

**MISSION** To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people;  
to maximize our social, health & well-being while creating economic development benefits to all tribal members.

