

# Yakutat Tlingit Tribe

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



## JOB ANNOUNCEMENT

**JOB TITLE:** Finance & Compliance Assistant  
**POSITION LOCATION:** Yakutat Community Health Center  
**UNDER THE SUPERVISION OF:** Finance Manager/ Chief Compliance Officer  
**POSITION DETAILS:** Non-Exempt, Salary DOE, Full-Time Permanent  
**FRINGE BENEFITS:** Fringe Benefits: Health & life Insurance, Retirement

### **POSITION SUMMARY**

The Finance and Compliance Assistant is 1.0 FTE position is funded under Indirect. The Finance & Compliance Assistant provides support services to both the Finance and Compliance Departments. Under the direction of the Chief Compliance Officer, the Compliance Assistant will coordinate with other organizational functions such as clinical risk management, safety and PRC committees, legal counsel and others to ensure that all employees are knowledgeable of and comply with applicable federal, state, and industry standards. Tasks may include assisting in the development and implementation of policies and procedures, drafting compliance plans, completing background checks, monitoring/auditing records, and providing staff training. Under the direction and supervision of the Finance Manager, the Finance Assistant will provide support services to the department, to include: Accounts Payable (reviewing and reconciling invoices against referral orders and entering requisitions into the microix accounting system; Payroll (reviewing and adjusting timesheets); and other administrative tasks such as day-to-day administrative functions and general office duties including copying, filing and distributing originals and copies of agency in-coming and out-going correspondence with funding sources, consultants, contractors, etc. *\* Full position description available upon request.*

### **BASIC QUALIFICATIONS:**

- Comprehensive knowledge of self-governing tribal, Federal and state laws and guidelines for the administration of federally funded grant projects.
- Ability to understand, analyze, and interpret Federal and state laws and regulations, grantor guidelines, financial reports, and legal documents.
- Knowledgeable of bookkeeping and generally accepted accounting principles.
- High School Diploma or GED required. Degree in Accounting or Business Management preferred.
- Extensive knowledge of computer software applications including MS Word, MS Excel, Outlook, Access and other database programs.
- Considerable knowledge of correct business practices, correspondence, and typing formats, including grammar, composition, spelling and punctuation.
- Valid driver's license

**TO APPLY: Applications can be picked up at the Yakutat Community Health Center. Please submit full applications to the Yakutat Community Health Center.**

**NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 & 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.**

**The Yakutat Tlingit Tribe is a drug free work place and this position may be subject to random drug tests.**

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.

Posted by: \_\_\_\_\_ Date: \_\_\_\_\_

