

# Yakutat Tlingit Tribe

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## **JOB ANNOUNCEMENT**

**POSITION TITLE:** Finance Manager  
**WAGE:** DOE  
**POSITION LOCATION:** Yakutat Tlingit Tribe  
**SUPERVISOR:** Chief Financial Officer  
**POSITION DETAILS:** Full Time with Benefits  
**FRINGE BENEFITS:** 3% Auto and 4% 401K match, 100% Employer Paid Medical/Dental/Vision/Life, Generous Leave Package, and Moving allowance available.  
**OPEN DATE:** 1/8/2020 **CLOSE DATE:** Open until Filled

## **POSITION SUMMARY**

The Yakutat Tlingit Tribe seeks qualified individuals with a strong background in accounting and/or finance. Individuals should be self-starters who are highly motivated and able to analyze, multitask and solve complex financial issues. Under the direction of the Yakutat Tlingit Tribe (YTT) Executive Director and supervision of YTT Chief Financial Officer, through strategic delegation to subordinate staff, position supports tribal government operations by providing bookkeeping/accounting by performing, complying, recommending, planning, implementing, coordinating and monitoring the daily financial activities of the Yakutat Tlingit Tribe. Promotes team-oriented work environment and ensures all financial activities are carried out efficiently and effectively to promote executive, administrative and program operations to function properly. The Finance Manager is responsible for supervision of accounting staff to include A/P, A/R, and Payroll. Finance Manager will work very closely with Compliance Officer to ensure all programs are in financial compliance with grant requirements. The ideal candidate has demonstrated knowledge and experience of accounting and finance with a proven track record of supervision of teams and work groups.

## **QUALIFICATIONS:**

- AA/AS in accounting, finance, or closely related field **REQUIRED**
- BA in accounting, finance, or closely related field preferred
- Demonstrated knowledge of GAAP and GASB
- Demonstrated work experience of 5 years in accounting, finance, economics, or related field
- Experience with Abila MIP Fund Accounting highly desired but willing to train the right candidate
- Proficiency with Microsoft Suite, dashboards, business intelligence software, and ActionStrategy
- Demonstrated ability to create and enforce policy/compliance/internal controls
- Must be able to work flexible hours to meet deadline and client needs. Some weekends required.

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to [MSchumacher@ytttribe.org](mailto:MSchumacher@ytttribe.org).

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

**POSTED BY:** \_\_\_\_\_ **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.

