



**Chickaloon Village Traditional Council
(Nay'dini'aa Na')
Accounting/Administration Department
External Announcement**

Position Title: Accountant
Department: Accounting/Administration Department
Reports to: Chief Financial Officer

Position Summary:

This position will be responsible for preparing and maintaining financial records for a Tribal Government using fund accounting. This position also assists the Chief Financial Officer in providing accounting support and financial data to Department Directors and Program Managers as well as outside agencies by applying GAAP. Analyzes financial information, prepares financial reports and develops budgets utilizing appropriate accounting control procedures.

Qualifications:

Experience: Working knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles. Knowledge of financial and accounting software applications including QuickBooks. Knowledge of federal and state financial regulations. Ability to analyze financial data and prepare financial reports, statements and projections.

Education: A Bachelor's Degree in Accounting or Business with an emphasis in accounting and two + years of accounting experience is required. An equivalent combination of education and work experience may be considered. The successful applicant must demonstrate abilities through a skills assessment prior to being interviewed.

Hiring Preference: As allowed in P.L. 93-638, preference for employment will be given to Alaska Native and American Indian Peoples. CVTC also has a local hiring preference.

External applicants please apply by 9:00AM, Monday June 24th. To apply please send a resume and a fully completed CVTC employment application (available on our website: www.chickaloon-nsn.gov) by email to employment@chickaloon-nsn.gov or fax to 907-745-0709.