



VUNTUT GWITCHIN FIRST NATION
Old Crow, Yukon
FINANCE AND HUMAN RESOURCE
DEPARTMENT

An Experience in Canada's True North

Vuntut Gwitchin First Nation is requiring the services of a person to fill the position of Manager of Finance. This is one year term position to replace a staff member in the department that is on Maternity leave.

Vuntut Gwitchin First Nation is a self-governing First Nation. The position is located in Old Crow, Yukon.

About Old Crow

Old Crow is a small remote air access only Northern Community of approximately 300 people. It is the home of the Vuntut Gwitchin. Services and facilities include the modern Vuntut Gwitchin Government administration building with a high tech computer system, a community centre, youth centre, ski lodge, and airport with 5 flights to Dawson City and Whitehorse per week. There's high speed internet, a nursing station with a visiting doctor, a modern school, a college campus, and a grocery store with post office and bank. Numerous activities are held in the community, and residents enjoy visits from a variety of professionals including archeologists, anthropologists, reporters, and camera crews.

The Job

Reporting to the Director, Finance and Human Resources, this position is responsible for the day-to-day management of the finance department. This includes maintenance of the general ledger, and supervision of accounts receivable, and accounts payable/payroll clerks.

Qualifications

- A degree in Accounting or Business Administration and is pursuing an accounting designation
- Minimum of three years experience working through a full cycle of accounting functions in an organization some of that including supervision of staff.
- Experience with computerized accounting systems such as ACCPAC and Payroll Software such as Easy pay and associated payroll reporting requirements.
- Previous experience in a First Nation community is an asset.

A diploma in accounting with over six years relevant experience will also be considered.

A detailed job description is available at our website: <http://www.vgfn.ca/employment/>
Visit: www.oldcrow.ca to learn more about our community.

Pay Range

\$56,677 - \$68,013 per annum plus an excellent benefit package

Closing date

April 2nd, 2010 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

Please submit resumes that include job experience related to position to:

Cheryl Charlie
Manager, Human Resources
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Phone: (867)966-3261, ext. 258
Fax: (867)966-3800
Email: hrd@vgfn.net