



PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

www.CTFN.ca

Employment Opportunity



Job Title: Finance Administrator (NOC 13100)
Department: Finance
Salary: \$57, 913 - \$79, 412
Closing Date: Until filled

We encourage all qualified candidates to apply. However, preference will be given to C/TFN Citizens, associate members and Indigenous candidates.

Please note that C/TFN does not provide relocation costs.

Carcross/Tagish First Nation Mission Statement

The Carcross/Tagish First Nation is mandated to protect the environment, health and wellness, education and aboriginal rights of our citizens; to continue to preserve and protect our culture, traditions, and languages; to protect and develop our natural resources and strengthen our economy and the Carcross/Tagish First Nation Government for our future generations.

Your Role

Reporting to the Senior Finance Manager, the **Finance Administrator** provides essential administrative support within the Finance department while also assisting in contract and contribution agreement management. This role assists with the accurate administration, filing, tracking, and reporting of contracts and contributions agreements, working closely with finance staff, managers, and directors to uphold precise record-keeping.

Duties and Responsibilities

- Provide administrative support to the Finance department, including managing documentation and responding to inquiries from vendors, staff, and Citizens.
- Assist in filing, tracking, and reporting related to the Finance Department.
- Assist with reconciling balance sheet accounts and monthly banking reconciliations.
- Ensure processes are in accordance with all applicable C/TFN policies and procedures.
- Maintain accurate payment tracking for contractors in coordination with Finance staff.
- Assist managers and directors in reporting contribution agreement related information to funders.
- Work with stakeholders to improve efficiency in contract and contribution agreement management.
- Access and review accounting data to assist with financial tracking.
- Ensure redundancy in contract and contribution agreement administration processes, supporting the work currently handled by the Senior Financial Analyst.
- Collaborate with stakeholders to improve efficiencies in contract and contribution agreement management.
- Assist in annual audit preparation.

Essential Qualifications

- Diploma or degree in finance, accounting, business administration, or a related field.
- Previous experience in administrative or financial support roles.
- Previous experience in contract management is a strong asset.
- Previous experience working with a First Nation government is a strong asset.
- Knowledge of financial principles and contract administration.
- Familiarity with audit preparation and financial reporting processes.
- Strong organizational and administrative abilities, including document management and record-keeping.
- Excellent communication and interpersonal skills.
- Strong attention to detail and problem-solving skills.
- Willingness to learn traditional and cultural practices of C/TFN as applicable.

Conditions of Employment

- Criminal Record Check
 - Valid Yukon driver's license
 - Verification of education/credentials
-

Please submit your resume, clearly highlighting how you meet the qualifications outlined below. Candidates who are selected for further consideration will be based solely on the information provided in your resume.

Applications/resumes can be emailed to erica.couch@ctfn.ca with the competition number and name in the subject line.