



PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

www.CTFN.ca

Employment Opportunity



Job Title:	#25- 178 Finance Administrator
Department:	Finance and Human Resources
Status:	Permanent, Full-Time
Salary:	C/TFN Wage Scale Level 7-9 (\$31.82-\$43.63p/hr)
Closing Date:	July 10 th , 2025

This posting is to fill one (1) permanent full-time position. This is a two week posting and will be closing July 10th, 2025. Candidates are encouraged not to delay submitting their application. Resumes will be regularly screened until the position is closed.

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

Carcross/Tagish 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 Chief Financial Officer, the Finance Administrator is responsible for executing the contract administration process and coordinating all contract, tenders, and RFP's within C/TFN against risk exposure.

Your Benefits

We are pleased to offer a comprehensive package that includes competitive salaries, and ample job opportunities for professional growth. In addition, we provide a gas stipend for those who live more than 25kms from Carcross, and contributions to RRSP's, ensuring that you are supported both professionally and personally.

Duties and Responsibilities

- Preparation of Requests for Proposal or Invitations to Bid and leads the bidding process
- Evaluation of bids; routinely leads the negotiation of price, scope, terms and conditions and schedule; makes award recommendation
- Develop working knowledge of project specification (General and Technical terms) and assist management/contractor with specification compliance
- Ensure contract and procurement policies are up-to-date with changing legislative laws; legal council
- In conjunction with Project Manager(s) and applicable Director(s) establish contract management plans
- Identify and advise management of potential and existing problems with contractors, focusing on claims avoidance
- Working with Departmental Director, provide input support and/or lead contractor claim negotiations
- Manage, organize all pending/fully executed contracts/contribution agreements, track option deadlines, term expiration dates, and other relevant dates
- Assist in preparation of administration contract procurement objectives and requirements
- Assist management with scope development of potential projects, as requested
- Establish project financial budget planning; ensure appropriate sourcing/allocation of all funding agencies

- Support in negotiations of claims, variations, changes and disputes with contractors
- Establish and operate systems for the archiving of contracts and contract metadata
- Act as a liaison amongst key stakeholders
- Other related duties as required

Essential Qualifications

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.

- Degree or diploma in business management or significant contract experience required
- Experience with major projects is considered an asset
- Prior work experience in a contract management role, purchasing, or contracting is considered an asset

Desired Knowledge, Skills, and Suitability

- Strong computer skills and have the ability to work within tight deadlines and handle multiple priorities at one time
- Basic knowledge of construction equipment & techniques, drawing & specifications, building materials and required standards applicable to the project
- Knowledge of C/TFN governance structure, processes and philosophies, history and culture
- Knowledge of First Nation governments and related financial arrangements
- Experience working in Engineering or Construction site areas
- Ability in negotiating terms and drafting contracts
- Ability to analyze situations and information and formulate a plan of action
- Proficient in Microsoft Office (Word, Excel and PowerPoint)
- Knowledgeable of purchasing procedures and supply chain
- Ability to work respectfully with others in a cross-cultural environment
- Ability to work with and manage confidential information and use independent judgment

Conditions of Employment

- Valid class 5 drivers license
- Proof of education (if applicable)

Please note: Relocation will not be provided with this position.

Please submit your resume with the competition name and number in the subject line of your email to erica.couch@ctfn.ca before July 10th, 2025.

