



## CARCROSS TAGISH FIRST NATION

PO Box 130, Carcross, Yukon Y0B 1B0

(867) 821-4251

[www.CTFN.ca](http://www.CTFN.ca)

### Employment Opportunity



**Job Title:** Accounts Payable Officer  
**Department:** Finance  
**Status:** Permanent Full-Time  
**Salary:** \$25.73 - \$33.00 / Per Hour

**Closing Date:** March 5, 2019

#### **JOB SUMMARY**

Under the direct supervision of the Carcross / Tagish First Nation (CTFN) Finance Manager, the Accounts Payable (AP) Officer is responsible for all accounts payable functions.

**QUALIFICATIONS** *(Candidate application/resumes should clearly demonstrate their related qualifications as selection for further consideration will be based on the information provided)*

- Grade twelve with successful completion of post-secondary training in accounting
- Training and/or relevant work experience with electronic applications and computerized accounting systems
- Knowledge of CTFN history, culture, demographics, goals and aspirations.
- Knowledge of generally accepted accounting principles and practices.

#### **CONDITIONS OF EMPLOYMENT**

- Interfacing and communication with the CTFN Leadership, staff, citizens and the general public in a cross-culture environment.
- Ability to work effectively and efficiently, both Independently or as part of a team
- Able to handle stress while meeting deadlines and handling heavy workloads
- Strong time management, organization and prioritization skills
- Good oral, listening, writing and electronic communication skills
- Ability to maintain confidentiality
- Ability to communicate effectively and respond to enquiries professionally

We encourage all qualified applicants to apply however preference will be given to Carcross/Tagish First Nation citizens on all competitions for C/TFN.

We thank all those who apply and advise that only those selected for further consideration will be contacted.

#### **Please Note:**

- No compensation will be given for moving costs and applicants must be eligible to work in Canada.
- Job descriptions are available from C/TFN Human Resource Department
- An eligibility list will be established from this competition for similar positions within C/TFN

**PLEASE QUOTE THE COMPETITION TITLE ON YOUR APPLICATION WHEN APPLYING.  
APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.**

Apply to:  
Carcross/Tagish First Nation  
Human Resources Department  
Box 130, Carcross, Yukon Y0B 1B0  
Phone: (867) 821-4251 Ext 8269  
Email: [HumanResources@CTFN.ca](mailto:HumanResources@CTFN.ca)