



VUNTUT GWITCHIN FIRST NATION
HUMAN RESOURCE DEPARTMENT

P.O. BOX 94
OLD CROW, YUKON
CANADA
Y0B 1N0

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EMPLOYMENT OPPORTUNITY
FINANCE CLERK

Vuntut Gwitchin First Nation, Finance department has an opening for an Finance Clerk. We are looking for an honest, reliable, highly motivated person with the ability to work in a busy office environment.

Reporting to the Finance Manager, this position carries out various duties within the finance department. This position also provides YTG Motor Vehicles Services in Old Crow. This position acts as general back up for accounts payable and accounts receivable functions.

Main Duties include:

- Maintains fuel inventory records
- Provides YTG Motor Vehicles services in Old Crow
- Orders Office supplies and keeping inventory
- Carries out office functions (preparing/submitted cheque rec's, purchase orders, travel claim and other documents as required.
- Other related finance duties as determined by supervisor

A detailed job description is available @ <http://www.vgfn.ca/employment.php>

Salary Range: \$53,575 to \$64,289 per annum (65 hours biweekly) plus benefits

Please send your resumes **by April 14, 2015** to:

Brenda Frost
Manager, Human Resources
Vuntut Gwitchin First Nation
Box 94, Old Crow, YT Y0B 1N0
(867)966-3261 ext. 256
(867)966-3116

Preference will be given to VGFN members residing in Old Crow