



VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

FINANCE & HUMAN RESOURCES DEPARTMENT

P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261
Fax: (867)966-3800
Email: hrd@vgfn.net

Manager, Finance

The Job:

Reporting to the Director of 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, accounts payable\payroll, and general finance clerks.

The Candidate:

The ideal candidate will hold a degree in accounting or business administration and is pursuing an accounting designation. The candidate must have knowledge and experience with accounting and payroll practices, regulations, and reporting requirements; work experience through a full cycle of accounting functions in an organization; and experience with computerized accounting and payroll systems such as ACCPAC and Easy pay; and have experience in supervising staff

Pay Range: \$56,677 - \$68,013 **per annum plus an excellent benefit package**

This is a full-time term position to February 28, 2011, based on 65 hours biweekly. (6.5-hour workday 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m.)

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

Closing Date: **Friday, September 17th, 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

While qualified VGFN citizens will be given preference, all interested and qualified individuals are encouraged to apply.