

VUNTUT GWITCHIN Government

Government of Vuntut Gwitchin First Nation



Human Resources department

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

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Employment Opportunity Special Projects Manager

The Candidate

The ideal candidate will have a relevant degree in commerce, accounting systems, finances or the equivalent in experience with relevant training. Knowledge of Critical Path Method and in Accpac System, Yukon First Nations government systems, federal and territorial funding programs for First Nations and project management and logistics. Candidate should possess very strong communication, interpersonal and time management skills, as well as have extensive financial management experience.

The Job

This senior management position is responsible for cost accounting analysis on all capital projects. You will be using Critical Path Method to complete projects on time, on budget with quality work. Using Accpac, input data as per project; and be able to create and operate capital budgets based on private industry standards. You will also be assisting with the management of various GS projects. You will be required to assist and participate in committee meetings, and working groups on the national, territorial and community levels as well as with other First Nations in developing goals, plans, policies and procedures and dealing with citizens' and clients' concerns.

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

Salary Range: \$40.89 to \$49.07 per hour (58.5 hours biweekly); plus benefits

Please submit a cover letter and resume by: 4PM May 12, 2014 to:

Brenda Frost
Manager, Human Resources
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Posted: April 28, 2014