



KAKE TRIBAL CORPORATION
PO BOX 263 KAKE, AK 99830 PHONE: 907-785-3221 FAX: 1-855-310-3488

Job Title: Finance & Administrative Clerk (Part-Time)

Location: Kake Tribal Corporation, Kake, Alaska

Schedule: Monday-Friday, 8:30 a.m. - 12:30 p.m.

Job Summary:

Kake Tribal Corporation is seeking a dependable and detail-oriented Finance & Administrative Clerk to provide in-office support for the Corporation's financial operations. This position serves as the primary point of contact for gathering financial documentation, maintaining organized records, processing checks, and coordinating with the Corporation's remote accountant and bookkeeping professionals. The ideal candidate will possess strong organizational skills, maintain confidentiality, and be comfortable working independently while supporting the day-to-day administrative and financial needs of the organization.

Key Responsibilities:

- Provide administrative support for the Corporation's day-to-day financial operations.
- Gather, organize, and maintain financial records, bank statements, and supporting documentation.
- Coordinate with the Corporation's remote accountant and bookkeeping staff by providing requested information and records.
- Prepare and process vendor payments and print checks for authorized disbursements.
- Maintain organized electronic and physical filing systems while ensuring the confidentiality of financial information.
- Perform additional duties as assigned in support of corporate operations and shareholder services.

Qualifications:

- High school diploma or GED required.
- Previous office administration or accounting support experience preferred.
- Working knowledge of Microsoft Office (Word, Excel, Outlook).
- Strong organizational skills and attention to detail.
- Ability to manage confidential information with discretion.

Compensation: DOE (Dependent on Experience)

Benefits:

- Competitive salary based on experience
- Paid time off and holidays
- Opportunities for professional development and growth

Kake Tribal Corporation is an equal opportunity employer.

Shareholder and descendant preference may apply in accordance with applicable laws and corporate policies.