

CLASSIFIED

ACCOUNTING CLERK

The Tanana Chiefs Conference is now accepting applications until October 5, 1973 for the position of Accounting Clerk.

This position requires a person who has knowledge of the procedures in account payable, payroll and filing. Will be an all around assistant to the Accountant.

The salary for this position will be negotiated. Fringe Benefits are included.

Apply to:

Sandy Cummings
Tanana Chiefs Conference
102 Lacey Street
Fairbanks, Alaska 99701
Phone: 452-1746

ADMINISTRATIVE SECRETARY

Tanana Chiefs Conference, Inc. is now accepting applications for the position of Administrative Secretary for the Tanana Chiefs Conference Health Authority. Involves work with professional staff and governmental agencies in developing health programs within the Tanana Chiefs Region. Experience in clerical/secretarial work, previous administrative experience and skill as typist stenographer preferred. Knowledge of rural Alaska helpful. Salary \$675 to start.

Apply to:

Nancy Gray
Tanana Chiefs Conference
102 Lacey Street
Fairbanks, Alaska 99701
Phone: 452-1746

Deadline for applications is October 5, 1973.

FULL CHARGE BOOKKEEPER

Job Requirements: Must be able to post to General Ledger, prepare financial statements, handle accounts payable, payroll and payroll quarterly reports.

Educational Requirements: Two years college or two years equivalent experience. Prefer someone with experience on NCR 395 Bookkeeping Machine. Knowledge of federal grants preferred.

Send application to:

Alaska Federation of Natives
Attn: JOM Department
1675 C Street
Anchorage, Alaska 99501

Salary: Open pending past experience and past salary.

Closing Date: October 14, 1973.

FULL CHARGE BOOKKEEPER

Job Requirements: Must be able to post to General Ledger, prepare financial statements, handle accounts Payable, payroll and payroll quarterly reports. This position will require extensive travel throughout outlying villages to work with sub contractors setting up their books.

Educational requirements: Two years college education or two years equivalent experience. Knowledge of federal grants preferred.

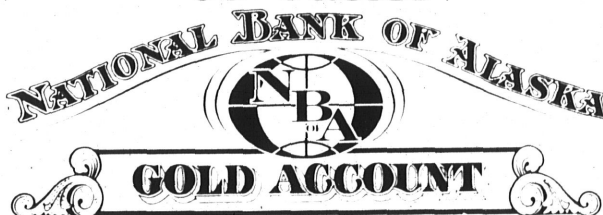
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