



**Wakpá Wašté Těča Okhólakičhiye**  
**Cheyenne River Youth Project®**

[lakotayouth.org](http://lakotayouth.org)

**Finance Assistant**

<b>Position Title:</b>	Finance Assistant
<b>Department:</b>	Administration
<b>Terms of Employment:</b>	Part-time / Permanent / Hourly / Non-benefited Potential to become permanent
<b>Supervisor:</b>	Finance Director
<b>Compensation:</b>	Compensation based on experience

**ABOUT CHEYENNE RIVER YOUTH PROJECT**

The Cheyenne River Youth Project has been dedicated to serving the youth of our community since 1988. We are looking for passionate individuals with a variety of experiences and skill sets to join our team. Whether you come from a background in youth development, social services, agriculture, the arts, or another field entirely, what matters most is your commitment to making a difference in the lives of young people.

All candidates must be substance-use free. We are committed to investing in our staff—if you are willing to learn, we are willing to teach the skills you need to succeed.

***Our Mission***

The Cheyenne River Youth Project is dedicated to giving our Lakota youth and families access to the culturally relevant, enriching, and enduring opportunities we need to build stronger, healthier communities and a more vibrant future together.

***Our History***

The Cheyenne River Youth Project was founded in January 1988 to address the community's need for more services that support struggling children and their families. Originally housed in a defunct bar on Eagle Butte's Main Street, the organization created a safe place for children to come after school—offering activities such as arts and crafts, intramural sports and volunteer mentorship, and providing a healthy meal and snack each day. The volunteer-run youth center, known affectionately as "The Main," quickly became a vital part of the Cheyenne River community. Despite its small size and few resources for programming, the center was filled to capacity each day.

The grassroots, nonprofit youth project has come a long way since that modest beginning. In 1997, CRYP built a new youth center to support continued growth. The new Main opened its doors in May 1999, featuring a recreation room, library, family room, commercial-grade kitchen, office space, and residential quarters for long-term volunteers.

**Living Wólakhota, our relatives thrive.**

CRYP continued to expand. In 2004, with input from Cheyenne River's young people, it began work on a dedicated facility for ages 13–18. Cokata Wiconi (Center of Life) opened in 2006 and represents a tremendous achievement for CRYP, with more than 25,000 square feet of space and many exciting new opportunities. The teen center has a full-size gymnasium, computer lab, dance and art studios, library, and private apartment for long-term volunteers. It is also home to the Keya (Turtle) Café and Keya Gift Shop, as well as the Family Services program, the innovative Teen Internship program, and the Waniyetu Wowapi (Winter Count) Lakota Arts Institute.

**We invite you to become part of our story.**

## **JOB SUMMARY**

The Finance Assistant supports the Finance Director in daily financial and clerical responsibilities. This position assists with bookkeeping, accounts payable and receivable, payroll preparation, data entry, and grants management documentation.

## **RESPONSIBILITIES AND DUTIES**

- Assist with accounts payable and receivable
- Perform data entry of financial documents
- Assist with payroll preparation
- Assist with grants management, including filing and organizing documentation
- Assist in updating financial policies
- Maintain accurate records and enter data for Family Services program
- Assist in setting up new client accounts for Family Services
- Photocopies, scans, and files appropriate documents
- Assist with organizing events when necessary
- Support the Finance Director and other staff with tasks as assigned
- Other duties as assigned

## **SPECIFIC QUALIFICATIONS**

- High school diploma or GED
- At least 21 years of age
- Two years of relevant experience preferred
- Proficiency in Microsoft Office, particularly Excel
- Knowledge of QuickBooks preferred
- Accounting knowledge preferred
- Strong attention to detail

## **GENERAL QUALIFICATIONS**

- Strong critical thinking, verbal, written, and organizational skills
- Familiarity with computers, typing, and other basic office skills
- Able and willing to serve as a positive role model to area youth and community
- Willingness to learn and receive training, which sometimes involves travel
- Prior experience serving in a youth organization preferred
- Knowledge of and experience with American Indian communities preferred

- Have or able to obtain a South Dakota driver's license
- First Aid and Safety Training preferred, or willingness to be trained
- Must have home or mobile phone
- Must pass criminal history background check and drug test

### **STANDARD CRYP EXPECTATIONS**

- Collaborate and build healthy working relationships with coworkers
- Participate in meetings and help organize community events such as job fairs, panels, conferences, and public events
- Demonstrate energy, commitment, and flexibility
- Interest in and appreciation of Lakota culture
- Support organizational fundraising activities
- Operate with excellence in mind and value problem-solving
- Exercise tact, diplomacy, and good humor
- Bring spark, imagination, and creativity to the work

### **WORKING CONDITIONS**

- This is a part-time position, approximately 30-34 hours per week
- The position is located in Eagle Butte, South Dakota
- The work environment is office-based

### **COMPENSATION AND BENEFITS**

Compensation based on experience.

Benefits: None due to part-time status.

### **THIS JOB IS**

- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- Open to applicants who do not have a college diploma

### **TO APPLY**

Please send your resume and cover letter to [julie.cryp@gmail.com](mailto:julie.cryp@gmail.com)

Please indicate Finance Assistant in the subject line of the email.

Cheyenne River Youth Project  
P.O. Box 410  
702 4th Street  
Eagle Butte, SD 57625

**Deadline:** Open Until Filled

**3.26.2026**

