



SUCKER CREEK FIRST NATION EMPLOYMENT OPPORTUNITY

POSITION TITLE: FINANCE CLERK

SUMMARY:

Sucker Creek First Nation (SCFN) Finance Department is looking to hire 2 full-time Finance Clerks to join our team. **Quote Job # SCFN-2021-03**

Reporting to the Director of Finance, the Finance Clerk performs basic accounting functions to ensure proper flow of bills payment and receivables, along with reconciliation of vendor's account and statements. Prepares financial reports on payable and receivable accounts, process payroll, prepare cheques, and data entry.

DUTIES:

Without limitation to the above duties, the Finance Clerk may be required to do any of the following specific duties:

- Calculate, prepare and issue documents related to accounts, inventory reports, account statements and other financial statements.
- Reviews and verifies expenditure, personnel, and purchasing documents for availability of funding, mathematical correctness, and compliance with prevailing policy and state and federal funding requirements.
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements.
- Petty cash processing.
- Benefits package remittances and premium processing.
- Respond to internal and external client inquiries, solve problems, and brief inter department staff regarding finance policies and procedures
- Perform related clerical duties, and maintain records for audit and funding agency
- Complies with the terms of the Personnel Policy Manual as may exist from time to time.
- Encourages and fosters a team spirit within the Sucker Creek First Nation Office and operations generally.
- Performs miscellaneous job-related duties as assigned

QUALIFICATIONS:

- A degree or certificate from a recognized educational institution in Finance or Business Administration.
- Administrative and financial management experience.
- 3-5 years of related working experience with a First Nation.
- Knowledge and use of computer accounting programs such as Sage ACCPAC, MS Office Suite and Excel Spreadsheets.
- Computer literate with knowledge of the Microsoft Word, Excel and Internet communication skills.
- Possesses excellent decision making, assessment and organizational skills.
- Experience in working in budget based multi-program accounting environments.
- Working experience with a First Nation with an understanding of the particular issues encountered by First Nations.
- Positive human relationships.

- Must possess a valid driver's license and submit a driver's abstract.
- Must provide a criminal record (CPIC) check and Child Welfare Information System (CWIS) check, as required.
- Ability to speak Cree is an asset.
- Oath of Confidentiality must be signed prior to commencing employment.

DEADLINE FOR APPLICATIONS: October 1, 2021 @4:30 p.m.

Late applications will not be considered – Only qualified applicants will be notified for an interview:

Please hand in your resumes, or mail or email them to:

Attention: Rosemarie Boucher

Fax: 780-523-3111

SCFN-HR

Email: application@scfn.ca

Box 65

Drop Off @ Office

Enilda, Alberta

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