

# JOB OPPORTUNITY

## Finance Clerk (2 positions)

*Reporting to the Controller the finance clerk will perform a variety of duties dependent on their assignments as follows:*

### DUTIES:

1. **Duties relating to Accounts Payable including but not limited to:**
  - a. Ensure accounts are paid following Generally Accepted Accounting Principles and finance policies and procedures,
  - b. Review invoices, purchase orders, accounts payable and VISA statements to verify amounts and distribute to appropriate clerk
  - c. Verify that transactions comply with financial policies and procedures,
  - d. Prepare batches of invoices for data entry,
  - e. Maintain listing of accounts payable, vendor files and general ledger,
  - f. Set up new year file folders and close old year file folders.
2. **Duties related to Payroll including but not limited to:**
  - a. Ensure payroll is processed for bi-weekly direct deposits
  - b. Prepare and process payroll,
  - c. Verify and enter mandatory and other deductions,
  - d. Prepare Records of Employment, Receiver General Reports, remittances and other reports,
  - e. Set up and terminate new employees in payroll system,
3. **Duties related to Administration and Reporting including but not limited to:**
  - a. Complete administrative functions and reports and adhere to *Sagkeeng Anicinabe* policies, procedures and relevant practices.
  - b. Maintain effective filing system,
  - c. Prepare general ledger reports and other financial reports
  - d. Complete remittances to Revenue Canada, Benefit & Pension Company and other departments,
  - e. Perform clerical duties including photocopying, faxing, and preparing letters and documents,
  - f. Ensure confidentiality and safekeeping of all *Sagkeeng Anicinabe* documents and records,
  - g. Deliver bank deposits and other deliveries as required,
4. **Other duties within the scope of the role as assigned.**

### QUALIFICATIONS:

- Certificate or diploma in Accounting or Business Administration field,
- Minimum two (2) years' accounting or bookkeeping experience, preferably in a role using accounting software on a daily basis,
- An equivalent combination of experience and education may be considered,
- Experience in working within or for an Indigenous/First Nations community or organization is an asset,
- Knowledge of Generally Accepted Accounting Principles (GAAP),
- Intermediate computer skills – email, intermediate to advanced ,knowledge of MS Office software, and working knowledge of accounting software (experience with Pay Dirt and Adagio would be an asset),
- Knowledge of and ability to provide high standard of customer service,
- Ability to effectively organize and complete multiple tasks in a set period of time,
- Ability to manage one's own time, prioritize and meet deadlines.
- Preference will be given to applicants of Aboriginal / First Nations ancestry particularly members of Sagkeeng First Nation.



**APPLICATION DEADLINE:**

**July 15<sup>th</sup>, 2018**

Interested applicants must submit:

- a cover letter / resume,
- Vulnerable Sectors Check

Attention to:

Human Resource Manager  
Sagkeeng Government  
Box 3, Fort Alexander, MB  
R0E 0P0

Resumes can be mailed to the above address, emailed to

[jobs@sagkeeng.ca](mailto:jobs@sagkeeng.ca)

or dropped off at the Sagkeeng Government Band Office.

**LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**

PLEASE BE ADVISED THAT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED