



CARRY THE KETTLE NAKODA NATION

P.O. Box 57, Sintaluta, Saskatchewan S0G 4N0

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JOB POSTING: Finance Officer

Employer: Carry The Kettle Band Administration

Of Position: One (1)

Employment Terms: Full-Time

Length of Employment: 1 year term

Salary: To be determined with qualifications

RESPONSIBILITIES:

Under the supervision of the *Director of Finance* and/or as part of the various workgroups and teams, the *Finance Officer* performs the following services within the framework of Carry the Kettle Nakoda Nation's core policies, functions and governance on behalf of the Nation's membership. The Finance Clerk is responsible for performing accounting support and clerical services, full cycle transactional payroll and record keeping, which includes year-end T4's, T4A's, payroll, reporting, journal entries, reconciliations and general ledger work. This position provides an opportunity for the successful candidate to learn a variety of general accounting support tasks such as maintain daily worksheets to the general ledger system, ensures financial records & files are complete and maintained, preparing reports, reconciling bank statements, handles accounts payable & receivable duties and supports departmental personnel. The Finance Officer provides an essential service to band employees, students, leadership and committees in an efficient and polite manner. The position ensures compliance with financial policies and procedures as approved by the Chief & Council.

EDUCATION AND EXPERIENCE

- Diploma/Certificate in administration or accounting AND four (4) years of direct work experience in clerical accounting, payroll, bank reconciliations and general accounting support OR Bachelor Degree in Accounting is preferred AND six (6) years of direct work experience in clerical accounting, payroll, bank reconciliations and general accounting support.
- Experience in Microsoft applications including Word, Excel and Outlook and accounting/payroll software.

KNOWLEDGE, SKILLS & ABILITIES, PERSONAL SUITABILITY

- Excellent knowledge of (GAAP) Accounting procedures and principles
- Organizational, verbal and written communication skills
- Ethical behavior when dealing with sensitive financial information
- Courteous, professional manner and strong customer service skills
- Attention to detail and ability to multi-task
- Strong interpersonal skills; conflict resolution; problem solving skills
- Works well under pressure, able to meet demanding deadlines with a calm manner
- Ability to comply with CTK policies, federal and provincial legislation

PREFERENCE WILL BE GIVEN TO QUALIFIED CTK FIRST NATION MEMBERS. If interested, submit resume; cover letter; copies of certification; recent Criminal Record Check; reference letters; copy of valid driver's abstract in confidence to the Attention of Fayth Runns, Human Resource Manager via email at cegakinhrm@gmail.com or fax to 306-695-2084 by **August 16, 2019** closing date. Selected applicants will be contacted for an interview.