



Job Opportunities

Competition #0121-42

**Compliance Clerk II
One (1) Full-time Term Position
Sweetgrass First Nation
****EXTENDED******

THE POSITION:

Battleford Agency Tribal Chiefs are seeking 2 Full Time Compliance/ Reporting clerks He/She will report directly to the Income Assistance Manager. The position will be based out of the Satellite offices located on the Sweetgrass First Nation. The clerk will be responsible for the client file review, reconcile monthly stats and mandatory reports as outlined by Indigenous Services Canada (ISC), assist Income Assistance Administrator where necessary in compliance and reporting duties as needed.

DUTIES AND RESPONSIBILITIES:

- Conduct reviews of client files as set out by ISC & BATC polices, submit findings to the IA Manager.
- Compile and reconcile monthly Stats, ISC mandatory reports and submit reports to the IA Manager for review and approval.
- Conduct file audits.
- Assist Income Administrators with compliance and reporting.
- Other Duties as required by Director of Social Development.

QUALIFICATIONS:

- Must have a certificate in Business Administration or Accounting and/ or a combination of three years of work related experience.
- Excellent interpersonal skills.
- Effective verbal and communication skills.
- Attention to detail and high level of accuracy.
- Effective written communication.
- Knowledge of computer/software programs.
- Knowledge of Social Programs Policy Manual – ISC.

MUST HAVE CPIC (CRIMINAL RECORDS CHECK) AND VULNERABLE SECTOR CHECK

Closing date: May 18th, 2022 - Please quote Competition # 0121-42

Please submit **RESUME, COVER LETTER AND CPIC** to:

**Human Resources
Battleford Agency Tribal Chiefs
1282 101st Street
North Battleford, Saskatchewan S9A 1K3**

Phone: 306-446-1400

Email: humanresources@batc.ca

Battlefords Agency Tribal Chiefs thanks all applicants, only those applicants chosen for an interview will be contacted.