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**Job Opportunities**

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**Competition #0121-46**

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**Income Finance Clerk  
Red Pheasant Cree Nation  
(1) Full Time Term Position**

**THE POSITION:**

As part of the BATC Social Development team, and under direct supervision of the Director of Social Development the Clerk will provide reception, bookkeeping, filing, and assist with program delivery, as needed

**DUTIES AND RESPONSIBILITIES:**

- Provide support to the Income Assistance Intake Administrator
- Ensuring there is documentation to support payments to clients and vendors
- Filing conducive to the BATC Social Development structure, and the Ingenious Services Canada (ISC) Quality Assurance Review Requirements
- Adhere to ISC Social Programs Policy
- Enter payments approved by Income Assistant Intake Administrator
- Assist with audit by maintaining vendor file Income Assistance Clerk Page
- enter/approve and ensure all documentation is scanned into the software program
- Work with BATC Social Development Finance Staff to ensure proper First Nations Fiscal Management Act (FMA) accounting procedures are adhered
- Maintain direct deposit file management
- Prepare purchase orders - maintain log sheet of all purchase orders
- Bank Reconciliation, searches, stop payments, voiding
- Must have experience with QuickBooks
- Adhere to BATC Personnel Policy and regulations
- Other duties as directed by Director of Social Development

**QUALIFICATIONS:**

- Extensive Knowledge of BATC Social Development program structure, services, goals, and objectives.
- Must hold a Certificate in Business Administration or clerical diploma with a minimum of two (2) years of work related experience.
- Knowledge of BATC Social Development and ISC policies, structures, procedures, services, goals, and objectives.
- Ability to handle many projects simultaneously, prioritize task and completing projects on schedule.
- Excellent computer skills including keyboarding, emailing, internet research, Microsoft Office (Microsoft Word, Excel, PowerPoint, Access Database, 360 Nation Admin)
- Good communication skills, oral, written and verbal.
- Experienced in general office procedures and use of all office equipment.
- Ability to work without supervision., and to work with multiple deadlines and priorities.
- Some evening, weekend work and/or travel related to special events and meetings may be required.
- A valid drivers license, and reliable vehicle are required.
- A knowledge of case management, accounting software and internal controls (FMA)
- Ability to analyze and interpret policy (Financial, BATC, ISC) and summarize findings in concise, to the point document.
- Knowledge of ISC Program Policy and the ability to adhere to program compliance.
- Strong understanding and experience in Accounting Principles.
- Ability to speak/ understand Cree or Saulteaux is an asset.
- Works well under tight deadlines and proficient in multitasking skills.
- Demonstrate knowledge of First Nation cultural and community value systems.
- Strong communication and organizational skills.
- Punctuality is a must.

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

**Closing date: September 28, 2022 - Please quote Competition # 0121-46**

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

Human Resources  
Battleford Agency Tribal Chiefs  
1282 101<sup>st</sup> Street  
North Battleford, Saskatchewan S9A 1K3

Phone: 306-446-1400

Email: [humanresources@batc.ca](mailto:humanresources@batc.ca)

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