



Job Opportunities

Competition #0121-73

**Income Assistance Finance Clerk
One (1) Full-time Term Position
Ahtakakoop First Nation**

THE POSITION:

As part of the BATIC 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 BATIC 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 BATIC 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 BATIC Personnel Policy and regulations
- Other duties as directed by Director of Social Development

QUALIFICATIONS:

- Extensive Knowledge of BATIC 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 BATIC 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, BATIC, 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 Sauteaux 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: June 30th, 2022 - Please quote Competition # 0121-73

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.