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**Job Opportunities**

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**Competition #2023-17**

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**COMPLIANCE  
ONE (1) FULL-TIME PERMANENT POSITION  
ATOSKEWIN SUCCESS CENTRE**

**THE POSITION:**

Battleford Agency Tribal Chiefs are seeking a Full Time Compliance, who will report directly to the Income Assistance Manager. Compliance 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 assigned

**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
- \$47,775.00 Per annum

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

**Closing date: March 28, 2023 - Please quote Competition #2023-17**

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

**Human Resources  
Battleford Agency Tribal Chiefs**

**Email: [humanresources@batc.ca](mailto:humanresources@batc.ca)  
Phone: 306-446-1400**

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