



**Job Opportunity
Finance Clerk
Full-time
Deadline: Nov. 3, 2021**

General Description:

Under the supervision of the Director of Finance, the Finance Clerk is responsible providing financial, administrative, and clerical services. This includes processing and monitoring expenditures, and payments, as well as maintaining a filing system for all financial documents to ensure that the finances of Sipekne'katik are accurate and up to date, and vendors/suppliers are paid in a timely manner.

Responsibilities:

- Matching, coding and entering invoices
- Entering, posting and reconciling above
- Reconciling expenses made through corporate credit cards, processing payments for same
- Providing training for off-site accounting clerks
- Researching and resolving accounts payable or accounts receivable issues with customers or vendors
- Assisting with cash applications, account reconciliations, chargebacks
- Other ad-hoc duties as required

Qualifications and Education:

- Grade 12 mandatory
- 2-5 years of pertinent experience
- Knowledge of Indigenous and/or Mi'kmaw communities/organizations.
- Accounting Certificate from a recognized institution is an asset
- A criminal records check is required. Having a criminal record is not a determinate factor.

Working Conditions:

- Normal work week is 35 hours/week, 7 hours/day.
- Work is completed in a comfortable office environment with an extensive amount of time sitting at a desk and using a computer.
- May be required to lift or move large binders, files, boxes, etc.
- Require high degree of concentration and attention to detail.
- Pressure to meet tight deadlines.

Please apply with a resume, cover letter and Criminal Records Check to:

Human Resource Manager

Email: employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

Deadline: November 3, 2021

SIPEKNE'KATIK
522 Church Street
Indian Brook, NS
B0N 1W0

Tel: 902.758.2049
Fax: 902.758.2017



We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job-related application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.

Only those applicants who qualify for an interview will be contacted.