



Career Opportunity
Finance Clerk, Finance Department
Full-time

Deadline: Open Until Filled

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. This ensures that the finances of Sipekne'katik are accurate and up to date, and vendors/suppliers are paid in a timely manner.

Responsibilities:

- Verify invoices and transactions comply with financial policies and procedures.
- Prepare, verify and process invoices for payment.
- Prepare invoices for data entry into accounting system.
- Manage payment runs.
- Process vendor payments for disbursements.
- Maintaining mail logbook for all outgoing mail within Finance department.
- Maintaining updated vendor files including a binder for EFT information.
- Maintaining a filing system for all financial records including on- and off-site storage (archived)..
- Posting Monthly Visa Transactions.
- Prepare for approval and post monthly bank transfer payments.
- Paying NS Power Capital Accounts in a timely manner.
- Vendor Account Reconciliations.
- Participate in Annual Christmas Bonus and other community disbursements.
- Post Minor Christmas Bonus/Adults who didn't apply no later than March 1 of each year.
- Report any fraud to Director of Finance.
- Posting Journal Entries as needed.
- Issuing POs as needed.
- Ensure confidentiality and privacy around all financial and employee files.
- Assisting with special projects and audit preparation.
- Other related duties as determined by the Director of Finance and EFO.

Qualifications and Education:

- Grade 12 education
- Completion of/enrolled in Accounting Certificate program
- At least 2 years of related experience
- Good communication skills (verbal and writing)
- Excellent time management and organizational skills.
- Preference will be given to Indigenous applicants.
- Experience with accounting software programs is an asset.
- Knowledge of Indigenous and/or Mi'kmaw communities/organizations.
- Must have a valid driver's license & reliable vehicle with automobile insurance.



- 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.

Benefits

Salary Range: 36,385 – 50,366. This position comes with a variety of benefits including health, dental, disability and life insurances, employee & family assistance program and employer pension plan.

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 1H0

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.