



Exciting Career Opportunity
Finance Clerk

Closing Date: April 30, 2024

General Description:

Under the supervision of the Director of Finance and Finance Analyst – Accounts Payable, the Finance Clerk is responsible providing financial, administrative and clerical services for the Finance department. This position ensures that the finances of Sipekne'katik are accurate and up to date.

Responsibilities:

- Preparing and posting journal entries
- Posting Monthly Visa Transactions for all credit cards
- Preparing and assisting with bank reconciliations as needed
- Issuing POs as needed.
- Participate in Annual Christmas Disbursement and other community disbursements.
- Assist as needed with posting Christmas disbursement for minors who didn't apply after annual deadline.
- Assist with the posting of automatic payments (NS Power, Bell, Etc.) as needed.
- Cross training on and assist with Accounts Payable Clerk role as needed.
- Ensure confidentiality and privacy around all financial and employee files.
- Assisting with audit preparation.
- Ad hoc reports and projects as determined by EFO, DOF or Financial Analyst- AP
- Report any fraud to Director of Finance and EFO

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.

Qualifications and Education:

- Grade 12 education or equivalent
- Completion of /enrolled in Accounting Certificate program or 1 year work experience in accounting/finance department would be considered an asset.
- Knowledge of Indigenous and/or Mi'kmaw communities/organizations.
- A criminal records check is required. Having a criminal record is not a determinate factor.
- Vulnerability Sector Check to accompany resume



Benefits

This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan. Starting salary based on qualifications.

Please apply with a resume, cover letter (applicants who self-identify as indigenous are to state their community ties in their cover letter) and criminal records check to:

Email: employmentapplication@sipeknekatik.ca

*Sipeknekatik is an equal opportunity employer; however, qualified Aboriginal 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 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.***