



Job Posting

Saik'uz First Nation Finance Clerk Assistant

Saik'uz First Nation is seeking a confident and energetic full time Finance Clerk Assistant. The finance clerk assistant is responsible for supporting the control systems necessary to ensure the effective administration of Saik'uz First Nation's finances and assets. The successful candidate will be subject to a three month probationary period.

Minimum Qualifications:

- Be responsible for invoice submission, payroll submission and preparing monthly government remittances
- Manage and action purchase orders
- Code invoices and facilitate bi-weekly cheque/EFT runs
- Provide additional support to Finance Manager and Finance Clerk
- Exceptional customer service skills
- Excellent organizational skills
- Proficiency with computer operating systems (Windows, Microsoft Office, Excel, Word)
- Ability to work well with others

Job Title: Finance Clerk Assistant
Anticipated Start Date: June 3, 2019
Hours of Work: Monday – Friday; 8:30-4:00
Reports to: Finance Manager, Shawnee Everett
Posting Closes: May 24, 2019

Position Requirements:

- Preference given to a Saik'uz Band Member
- Punctual, reliable and responsible
- Previous experience in bookkeeping or accounting an asset
- Communicate effectively; both verbally and in writing
- Excellent organizational skills and attention to details
- Experience with accounting software; specifically Adagio an asset

How to apply: Please submit a resume and cover letter to Shawnee Everett, Finance Manager no later than **4:00 p.m on May 24, 2019** either in person or via email at finance.manager@saikuz.com.

We thank everyone for their interest; however only those selected for an interview will be contacted.