



Dakota Tiwahe Services Inc. Employment Opportunity

Job Title: Finance Clerk

Type: Term Full Time - Ending April 30, 2027

Closing Date: Wednesday, August 26, 2026

Competition Number: DTS202611

Location: DTS Sioux Valley Administration Office

POSITION SUMMARY: Under the direction of the Finance Administrator, the Finance Clerk is responsible for supporting the day-to-day financial operations; includes processing accounts payable, purchase orders, receipting, maintain accurate financial record and performing reconciliations. Contributing to year-end audit preparation and the administrations of vendor contracts.

KEY RESPONSIBILITIES:

- As required, acts as DTS receptionist, responding to inquiries and forwarding calls to appropriate person.
- In consultation with the Finance Officer(s), develops and maintains a comprehensive filing system that will meet the needs of the finance office.
- Data entry and payment processing into Sage System and Maintains up-to-date accounts payable and its files.
- Assists with monthly bank reconciliations.
- Processes all purchase order requests – services
- Receipting
- As required, assists Financial Officer(s) with maintenance check runs, i.e. enveloping.
- Maintains all confidential information in accordance provincial legislation

QUALIFICATION, EDUCATION, & EXPERIENCE

- Post-Secondary - Business Administration in accounting, Certificate or Diploma
- Minimum of 2 years' experience in working in office environment.
- Experience and knowledge with Sage System
- Knowledge of the Manitoba Child & Family Services
- Excellent time management, organizational skills and computer skills
- Have a valid driver's license, access to a vehicle and willing to travel
- Excellent work record/history
- Demonstrated knowledge and respect for the Dakota cultures and traditional philosophies

How to apply: Submit Cover Letter and Resume, three (3) professional references indicating competition number to: Human Resources

PH: 204-855-2150 FAX: 204-855-2131

Email: HR@dakotatiwaheservices.com

Successful completion of a current Criminal Record Check with the Vulnerable Sector Section Query, Prior Contact Check, & Child Abuse Registry Check, or proof of submission of all required checks

We thank all who apply but only those selected for an interview will be contacted. All applicants will be subject to satisfactory pre-employment drug test, criminal records, child and adult abuse registry and prior contact checks. First Nations are encouraged to self-identify of being First Nation descent.