



Sioux Valley Dakota Nation  
Employment Opportunity  
**Finance Clerk**  
*Dakota Tiwahe Services*  
Full-time, Permanent  
Location: Sioux Valley, MB



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**The Sioux Valley Dakota Oyate Government, pursuant to the Self government Agreements with Canada and the Province of Manitoba are undertaking the jurisdiction of Child and Family Services (CFS).**

**POSITION SUMMARY:** Dakota Tiwahe Services requires a Finance Clerk for the Dakota Tiwahe Services Administration Office – Sioux Valley Dakota Nation, MB. The position is responsible for providing clerical/financial support to the Financial Office.

**DUTIES INCLUDE:**

- Child maintenance billing – federal and provincial
- Data entry into ACCPAC
- Ensures process is followed for all financial transactions
- Develops a comprehensive filing system
- Records foster care information prior to payments
- Applies for all relevant information for each child and keeps updated records

**QUALIFICATIONS:**

- Financial training and demonstrated experience working in financial office
- Ability to work at an interpersonal level in MS Office applications
- Excellent organization, interpersonal and communications skills
- Demonstrated knowledge and respect for the Dakota Culture and Traditional philosophy
- Have a valid driver's license, access to a vehicle and willing to travel
- Good time management and organizational skills
- Excellent work record / history
- Fluency in the Dakota Language an asset
- 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

**PLEASE NOTE:** Salary commensurate with education and experience. Applicants must submit with their application three written references that are not friends or family.

**Competition Number: 202239**

**APPLICATION DEADLINE: Open Until Filled.**

*Submit Cover letter and Resume indicating Competition Number:*

Human Resources Department  
Sioux Valley Dakota Nation  
P.O. Box 38  
Griswold, Manitoba R0M 0S0  
Phone: 204-855-2760 Fax: 204-855-2131  
E-mail: hrapplications@svdngovernance.com

*We thank all who apply but only those selected for an interview will be contacted.*