



Sioux Valley Dakota Nation  
Employment Opportunity  
**Finance Clerk – Prevention Services**  
*Dakota Tiwahe Services*  
Full-time



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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 – Prevention Services for the Dakota Tiwahe Services Administration Office in Sioux Valley Dakota Nation, MB. The position is responsible for providing clerical/financial support to the Financial Office and managements of the Prevention Services funding.

**DUTIES INCLUDE:**

- Data entry into ACCPAC
- Ensures process is followed for all financial transactions
- Develops a comprehensive filing system
- Accounts Payables/Receivables for Prevention Services
- Applies for all relevant information for each child and keeps updated records
- Responsible for the management of prevention funding
- Posting day's receipts, filing & tallying deposits, coding, totaling, batching, entering verifying and reconciling transactions, such as accounts payable and receivable
- Compilation of budget data and documents based on estimated revenues, expenses, and previous budgets
- Child maintenance billing – federal and provincial
- Other duties deemed necessary

**QUALIFICATIONS:**

- Business Administration Finance Specialization or equivalent experience in the Finance Field
- 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

**Competition Number: 2022144**

**APPLICATION DEADLINE: December 9, 2022 4:00pm**

*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.*