



# Sioux Valley Dakota Nation

## Employment Opportunity

### Finance Clerk

### Finance Department

### Full-Time, Permanent

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**Position Summary:** The Finance Clerk is responsible for maintaining accurate financial records for First Nation owned businesses, ensuring compliance with relevant financial regulations and standards. The role involves a deep understanding of the specific financial practices and cultural values of the First Nation communities. This position will work closely with the businesses and management to provide financial clarity, support decision-making, and ensure the economic growth and stability of the businesses.

**Position Duties:**

**Record Keeping:**

- Maintain and update financial records, including purchases, sales, receipts, and payments for the businesses.
- Ensure all financial transactions are correctly recorded in the appropriate daybook, ledger, or computerized accounting system.
- Reconcile accounts regularly to ensure accuracy and completeness.

**Invoicing and Payments:**

- Generate and send out invoices, track outstanding payments, and ensure timely collections.
- Manage accounts payable and receivable, ensuring all bills are paid on time and all outstanding money is collected promptly.

**Reporting:**

- Generate monthly, quarterly, and annual financial statements, including balance sheets, income statements, and cash flow statements.
- Assist in the preparation of financial reports for stakeholders, board members, or regulatory agencies specific to First Nation practices.

**Budgeting and Forecasting:**

- Collaborate with business managers to prepare budgets and financial forecasts.
- Monitor financial performance against the budget, reporting any inconsistencies or areas of concern.

**Compliance and Regulations:**

- Stay updated on financial regulations and standards specific to First Nation owned businesses.
- Ensure compliance with local, state, and federal financial regulations, as well as any specific First Nation community financial guidelines or standards.

**Liaison:**

- Act as a liaison between the business and external auditors or accountants during audits or reviews.
- Engage with community members and stakeholders to understand cultural practices, ensuring that financial practices align with cultural values.

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full Job description, please email [hrapapplications@svdngovernance.com](mailto:hrapapplications@svdngovernance.com) to request a copy.



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### Continuous Improvement:

- Recommend improvements to financial processes and systems to enhance efficiency and accuracy.
- Identify issues and errors, investigate discrepancies, and discuss with managers or engagement partners to develop resolutions.
- Attend workshops, training, seminars, and conferences to stay updated on the latest trends and best practices in financial management.

### Qualifications:

- At least a year's worth of experience in a comparable position.
- Professional Qualification in Business Administration.
- Proven understanding of bookkeeping and clerical accounting procedures
- Excellent communication skills in both written and verbal English
- Able to multitask while paying close attention to details.
- Expertise in Microsoft Office, primarily in Excel
- You enjoy interacting with people and do well in a collaborative environment.
- Valid Class 5 Drivers License/Access to a vehicle is an asset

### Competition Number: 202555

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold, Manitoba R0M 0S0

Phone: 204-855-2671 Fax: 204-855-2131

Email: [hrapapplications@svdngovernance.com](mailto:hrapapplications@svdngovernance.com)

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