



Sioux Valley Dakota Nation

Employment Opportunity

Finance Clerk

Finance Department

Full-Time, Permanent

Position Summary: The Finance Clerk is responsible for ensuring the accuracy of internal financial records with external financial statements, identifying discrepancies and maintaining detailed records, maintain detailed logs and records for audit purposes and liaise with SVDN departments and staff. The finance clerk will report to the Chief Financial Officer.

Position Duties:

Record Keeping:

- Reconcile accounts regularly to ensure accuracy and completeness.
- process monthly bank reconciliations for all SVDN bank accounts.
- perform reconciliations on all payroll accounts and associated source deduction accounts on a bi-weekly basis.
- perform monthly reconciliations on other balance sheet accounts, ie accounts payables.

Reporting:

- Generate monthly reconciliation reports for audit purposes

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.

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.
- Other duties as assigned.

Qualifications:

- Some experience in a comparable position but willing to train a suitable candidate.
- Experience working with Sage Database.
- 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.
- Must be willing to learn the Sage Payroll System.
- Valid Class 5 Drivers License/Access to a vehicle is an asset

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 to request a copy.



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Competition Number: 202601

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: [hrapplications@svdngovernance.com](mailto:happlications@svdngovernance.com)

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