



Sioux Valley Dakota Nation

Employment Opportunity

Finance Clerk

Finance Department

Full-Time, Permanent

Position Summary: Responsible for the performance of a variety of financial duties from calculations to front desk customer service. These positions will work under the supervision of the Director of Finance.

Position Duties:

- Posting day's receipts, filing & tallying deposits, coding, totalling, batching, entering verifying and reconciling transactions, such as accounts payable and receivable.
- Assist in payroll functions as required, purchase orders, cheques, invoices, cheque requisitions and bank statements.
- Compilation of budget data and documents based on estimated revenues, expenses and previous budgets.
- Performance of related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.
- Other duties as assigned

Qualifications:

- Certificate or Diploma in Accounting required
- Minimum (2) years working experience in accounting required. (this is a must)
- Knowledge of accepted accounting rules, practices, tax laws, and reporting requirements.
- Effective communication skills with individuals at all levels of the organization.
- Computer literate, including effective working skills of MS Word, Excel and e-mail.
- Ability to adapt to and learn new software
- Able to work efficiently as a part of a team as well as independently.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Able to work well under pressure and meet set deadlines
- Good organizational, time management and prioritizing skills
- Able to interpret and implement policies and procedures
- Attention to detail in all areas of work
- High level of personal integrity
- Strong work ethic, self starter, confident, consistent, decisive personality.
- Valid Class 5 Drivers License/Access to a vehicle is an asset
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Competition Number: 202324

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

Email: hrrapplications@svdngovernance.com

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