



**FINANCE ASSOCIATE
RED PHEASANT SOCIAL DEVELOPMENT
ONE (1) FULL-TIME PERMANENT POSITION**

THE POSITION:

The Battleford Agency Tribal Chiefs Social Development team is looking for a Finance Associate, Under direct supervision of the Income Assistance Manager, the Finance Associate reviews and processes payment: purchase orders, invoices, and statements, reconcile vendor accounts and handle the resolution of account discrepancies and procedural inquiries. The Finance Associate will follow up on accounts payable as appropriate, for the Income Assistance department of the Battlefords Agency Tribal Chiefs.

DUTIES AND RESPONSIBILITIES:

- Adhere to all personnel policy and regulations as established by Battlefords Agency Tribal Chiefs.
- Deal with the clientele and staff in a cordial manner and respect the confidentiality of all information and records in the office
- Participate in training sessions, workshops, and short courses for the purpose of upgrading skills and keeping informed on new developments. This of course, will be contingent on the availability of funding
- Provide filing services for the Income Assistance department and develop a familiarity with the filing structure such that information can be retrieved on request
- To work as a team with other members of the Income Assistance staff
- Be responsible for the filing system including release and recovery of files, as used by Income Assistance staff, as well as for the security of files
- To assist accounting personnel with month end reconciliation of various vendors for client files
- Knowledge of principles and procedures of accounting and public finance
- Knowledge of internal control principles and the ability to transfer that knowledge, in a positive manner, to policy/procedure interpretation
- Ability to compile, verify and analyze financial records and reports
- Review and analyze all data input to ensure proper coding and authorization and accuracy of all records
- Receives and reviews purchase orders, cheque requests, and/or other related documentation for completeness and compliance with financial policies, procedures, and contractual requirements.
- Matches original invoices and requests for payment with internal purchase orders or cheque requests; performs calculations to determine appropriate payment schedules, amounts, and makes modifications as necessary
- Codes, verifies, and electronically enters accounts payable data into software program
- Draws, verifies, and posts payment cheques to appropriate vendors and/or agencies
- Follows up on account statements and other discrepancies regarding payment of accounts and serves as liaison between departments and vendors in the resolution of administrative problems and enquiries
- To assist accounting personnel, as required, with preparation of financial data and reporting information for annual audit
- Be responsible for data entry of various financial activities into the 360 Nation Admin
- Other duties as assigned

QUALIFICATIONS:

- Recognized accounting diploma or the equivalent obtained through training and experience
- Minimum of two (2) years' experience in an accounting environment including the operation of an advanced accounting system, spreadsheets, word processing and the Internet.
- Experience using 360 Nation Admin.
- Experience in First Nation accounting and/or auditing
- Experience in working for a First Nation organization.
- \$42,042.00 Per annum.

MUST HAVE CPIC (CRIMINAL RECORDS CHECK) AND VULNERABLE SECTOR CHECK

Closing date: March 28, 2023 - Please quote Competition #2023-16

Please submit RESUME, COVER LETTER AND CPIC to:

**Human Resources
Battleford Agency Tribal Chiefs**

**Phone: 306-446-1400
Email: humanresources@batc.ca**

Battlefords Agency Tribal Chiefs thanks all applicants, only those applicants chosen for an interview will be contacted.