



Siksika Family Services Corporation
SIKSIKA BAND DESIGNATE OFFICE
Administrative Finance Clerk
Calgary, AB



Contract
Closing Date: OPEN until position is filled.
08/2025

GENERAL STATEMENT OF POSITION:

The Administrative Finance Clerk is responsible for answering telephones, email, organizes client records, prepares all financial tasks, schedules all meetings and a variety of other related office duties. The incumbent is responsible for providing administrative and clerical support for the Band Designate office.

REPORTS TO: Trudy Yellow Fly – Siksika Band Designate

DUTIES AND RESPONSIBILITIES:

- Works with finance by preparing invoices, travel expenses, tracking and distributing cheques issued through SFSC accounts payable department.
- Familiar with finance processes and computer software such as SAGE.
- Maintains contact information for all Siksika Band Designate employees and liaises with IT for updates.
- Manages correspondence for all Siksika Band Designate clients including online zoom meets, case conferences, Elder Advisory meetings and Band Consultations.
- Monitors all office equipment: fax, copier, etc. and arranges regular service maintenance and repair calls, instructs staff on proper use of equipment.
- Maintains inventory of all office supplies, client resources and placing orders as required.
- Proactively contribute to office activities to ensure an organized and cohesive team environment.
- Coordinates all communications: taking calls, responding to high number of emails, and communicating with all clients and staff.
- Coordinate all booking, preparing, managing Siksika Band Designate Office meetings and events.
- Prepare and arrange all travel expenses and travel requirements for clients, elders & facilitators.
- Implement filing system for confidential files
- Assist in Siksika Band Designate projects as required.
- Periods of excessive activities due to mandate and timelines.
- Must uphold strict confidentiality and not permitted to disclose information respecting the operations or activities of the organization.

EDUCATION AND EXPERIENCE:

- Grade 12 education
- Minimum 2-year relevant administrative experience required.
- Administrative Assistant or an Office Assistant certificate is an asset.
- Efficient with use of current IT communication tools – computer, laptops, teams app, social media apps.
- Experience with Microsoft applications such as, Word, Excel, Access, & publisher.
- Knowledge of Siksika culture and history.
- The ability to speak and understand the Blackfoot language is an asset.
- Must show respect and sensitivity for the Siksika Cultural Traditions

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Job Title** on your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.