



Siksika Family Services Corporation
SIKSIKA EMPLOYMENT & TRAINING SERVICES
Administrative Finance Clerk
On-Reserve



Contract term

Closing Date: OPEN until position is filled.
09/2025

GENERAL STATEMENT OF POSITION:

The Administrative Finance Clerk is responsible for answering telephones, emailing, organizing client records, preparing all financial tasks, scheduling all meetings and a variety of other related office duties. The incumbent is responsible for providing administrative and clerical support for the Siksika Employment & Training Services.

REPORTS TO: SETS Manager

DUTIES AND RESPONSIBILITIES:

- Prepares vouchers/requisitions for Accounts Payable.
- 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.
- Monitors all office equipment: fax, copier, etc. and arranges regular service maintenance and repair calls, instructs staff on proper use of equipment.
- Completes related clerical duties for finance department: taking calls, responding to high number of emails, and communicating with staff.
- Files vendor invoices and employee expenses.
- Locate and retrieve records and invoices for accountants for various projects as needed.
- Requires effective interpersonal, oral and written communication skills.
- Exceptional customer service skills and able to pay attention to detail.
- Excellent time management and organizational skills.
- Strong problem-solving skills and able to work under pressure and tight deadlines.
- 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.
- Must uphold strict confidentiality and not permitted to disclose information respecting the operations or activities of the organization.

EDUCATION AND EXPERIENCE:

- High School graduate or GED required
- Previous Accounts payable and general
- Previous File Clerk experience an asset
- Periods of excessive activities due to mandate and timelines.
- Requires critical thinking, detail orientation, and problem-solving abilities.
-

Resumes and cover letters should be emailed to familyserviceshrm@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.