



Siksika Family Services Corporation SIKSIKA CHILDREN'S SERVICES

Finance Admin

SIKSIKA

Permanent Full-time

December 2025

Closing Date: December 19, 2025



GENERAL STATEMENT OF POSITION:

The Financial Administrative Support role is a key position within the Siksika Children's Services Administrative team with providing financial administrative support which includes; processing of all expenditures for programs and operations, accurate recording of expenditures, maintaining up-to-date information per client, and working closely with the Finance department. Further, this position is required to work collaboratively with Siksika Children's Services staff to ensure proper financial support is given to clients. All financial activities will be in accordance and in line with the Child, Youth and Family Enhancement Act (CYFEA) of Alberta as well as Siksika Family Services Corporation finance policy and procedure.

Duties & Responsibilities:

- Processing and recording of all program payments, invoices, client expense claims and staff expense claims received.
- Preparing expenditures for signing by authorized personnel and ensures it is completed in a timely manner.
- Ensure all proper and correct information is included on expenditures for payment including proper coding of items to profit centers.
- Maintain on-going list of client, caregivers, and service provider's information for processing purposes.
- Responsible to processing, recording and distribution of the monthly caregiver maintenance. Supports for Independent Living, Supports for Financial Assistance, and other related monthly issuances.
- Implement and maintain internal financial controls and procedures.
- Prepare for financial and program file audit.
- Assist in gathering and preparing information for reports as requested.

Please email hrm@siksikafamilyservices.com for full job description

EDUCATION AND EXPERIENCE:

- Certificate/Diploma from Clerical or Administrative Support program and three (3) year related experience in the field of administrative support or related field.
- Completion of computer training or demonstrated computer knowledge and skill.
- Experience working with Siksika families and children or with other First Nation children and families is an asset.

Resumes, cover letters and the other documents listed below should be emailed to

hrm@siksikafamilyservices.com

Please quote Finance Admin 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.