



Sioux Valley Dakota Nation
Employment Opportunity
Finance Clerk
Dakota Tiwahe Services
Full-time, Permanent
Location: Sioux Valley, MB



The Sioux Valley Dakota Oyate Government, pursuant to the Self government Agreements with Canada and the Province of Manitoba are undertaking the jurisdiction of Child and Family Services (CFS).

POSITION SUMMARY: Dakota Tiwahe Services requires a Finance Clerk for the Dakota Tiwahe Services Administration Office – Sioux Valley Dakota Nation, MB. The position is responsible for providing clerical/financial support to the Financial Office.

DUTIES INCLUDE:

- Child maintenance billing – federal and provincial
- Data entry into ACCPAC
- Ensures process is followed for all financial transactions
- Develops a comprehensive filing system
- Records foster care information prior to payments
- Applies for all relevant information for each child and keeps updated records

QUALIFICATIONS:

- Financial training and demonstrated experience working in financial office
- Ability to work at an interpersonal level in MS Office applications
- Excellent organization, interpersonal and communications skills
- Demonstrated knowledge and respect for the Dakota Culture and Traditional philosophy
- Have a valid driver's license, access to a vehicle and willing to travel
- Good time management and organizational skills
- Excellent work record / history
- Fluency in the Dakota Language an asset
- Successful completion of a current Criminal Record Check with the Vulnerable Sector Section Query, Prior Contact Check, & Child Abuse Registry Check, or proof of submission of all required checks

PLEASE NOTE: Salary commensurate with education and experience. Applicants must submit with their application three written references that are not friends or family.

Competition Number: 202239

APPLICATION DEADLINE: Friday, April 29, 2022, at 4:00 p.m.

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
E-mail: hrapplications@svdngovernance.com

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