



Sioux Valley Dakota Nation (SVDN)
Employment Opportunity
Finance Clerk Trainees – 4 Positions
Finance Department
Up to a 1 (One) Year Term

POSITION SUMMARY: The SVDN Finance Department is seeking SVDN Community Members for 4 Finance Clerk Trainee Positions. Reporting directly to the Director of Finance, the successful applicants will receive on the job training, Basic Accounting and Accpac training for 1 year term positions with the possibility of a permanent position within the Finance Department.

KEY ROLES AND RESPONSIBILITIES:

Accounts Payables:

- Ensure proper supporting documentation for accounts payables transactions including the proper, delegated signing authorities for purchase commitments
- Data entry of accounts payable information including coding for review and approval
- Ensures expense claims comply with Finance and Administrative policies, including per diem and rates for mileage, meals, accommodations, proper receipts, delegated signing authorities, etc. for review by Director of Finance
- Set up payments for cheque and EFT processing

Bank Reconciliations:

- Processing and matching bank balances of SVDN accounting records and the monthly bank statements, both manual and/or computerized under the supervision of a senior staff member
- Process all associated journal entries to record bank reconciliation data to the proper accounts under the supervision of a senior staff member

Monthly Balance Sheet Reconciliations:

- Reconcile and prepare adjustments as necessary of balance sheet accounts on a monthly basis, under the supervision of a senior staff member

Payroll:

- Under the supervision of the Payroll Officer, assist in the processing of bi-weekly payroll on the Accpac Payroll program

QUALIFICATIONS:

- Must be a registered SVDN member
- Minimum Grade 12 or equivalent; Business Skills Certificate considered an asset
- Willing to take basic accounting and Accpac training
- Willing and eager to learn all areas of financial processing for SVDN
- Excellent written and verbal communication skills
- Proficient in Math
- Able to work independently and as part of a team
- Able to work in a fast-paced environment
- Able to take direction
- Punctual and reliable
- Provide a satisfactory criminal record check upon hiring

Competition Number: 202259

APPLICATION DEADLINE: Posted Until Filled.

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.