



Sioux Valley Dakota Nation
Employment Opportunity
Finance Clerk – Prevention Services
Dakota Tiwahe Services
Full-time



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 – Prevention Services for the Dakota Tiwahe Services Administration Office in Sioux Valley Dakota Nation, MB. The position is responsible for providing clerical/financial support to the Financial Office and managements of the Prevention Services funding.

DUTIES INCLUDE:

- Data entry into ACCPAC
- Ensures process is followed for all financial transactions
- Develops a comprehensive filing system
- Accounts Payables/Receivables for Prevention Services
- Applies for all relevant information for each child and keeps updated records
- Responsible for the management of prevention funding
- Posting day's receipts, filing & tallying deposits, coding, totaling, batching, entering verifying and reconciling transactions, such as accounts payable and receivable
- Compilation of budget data and documents based on estimated revenues, expenses, and previous budgets
- Child maintenance billing – federal and provincial
- Other duties deemed necessary

QUALIFICATIONS:

- Business Administration Finance Specialization or equivalent experience in the Finance Field
- 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

Competition Number: 2022144

APPLICATION DEADLINE: December 9, 2022 4:00pm

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: hrappliations@svdngovernance.com

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