



Cowessess First Nation #73

P.O. Box 100 Cowessess, SK S0G 5L0
(p) 306-696-2520 | (f) 306-696-2767

Employment Opportunity

POSITION: Finance Clerk
CLASSIFICATION: Full Time | Term (3 month term)
WAGE: \$16.00
DEPARTMENT: Finance and Administration

JOB SUMMARY:

The Cowessess First Nation Finance and Administration Department is seeking a Finance Clerk. This is an entry-level support position in the Finance Department. Responsible for general office procedures including: answering phones, sorting cheque stubs and filing. The position will assist in maintaining accurate records of business transactions by verifying documentation, inputting data, helping with audit requirements, issue receipts and other relate duties as assigned.

QUALIFICATIONS:

- ✓ A certificate in accounting or office administration or related experience.
- ✓ Knowledge and ability to operate a PC computer and be able to input data into automated system.
- ✓ Competent with Microsoft Word and Excel.
- ✓ Experience with Sage 300 is a definite asset.
- ✓ Organizational skills essential.
- ✓ Knowledge of effective office procedures, techniques and data processing.
- ✓ Ability to operate other office equipment.
- ✓ Knowledge of First Nation Government Operations would be an asset.
- ✓ Able to work under pressure to meet deadlines and possess the ability to take direction and work with minimum supervision.
- ✓ Must submit a criminal record check.
- ✓ Must submit proof of COVID-19 vaccinations.
- ✓ Salary and benefits will commensurate with qualifications and experience

ADDITIONAL INFORMATION:

Complete applications should consist:

1. Resume & Cover Letter
2. Three (3) References
3. Vulnerable Sector Criminal Record Check

Deadline to Apply: January 28, 2022

Please send applications to:
Careers@cowessessfn.com