



Keewatin Tribal Council

FINANCE CLERK II (PERMANENT, FULL-TIME)

Reporting to the Director of Finance and Administration, the Finance Clerk II is responsible for performing data entry and related duties. The Finance Clerk II is responsible for providing financial and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Finance Clerk II must comply with established policies and procedures.

Duties: The Finance Clerk II is responsible for accounts receivable, staff travel, bank reconciliations, visa statement processing, and other monthly financial processing activities as requested. Calculate, prepare and issue documents related to these activities using computerized and manual systems. Code, total, batch, enter, verify and reconcile related transactions in a subledger or computer system. Prepare period reports. Act as support for other finance positions when required. Perform other related duties as requested.

Qualifications: Diploma in Accounting, Finance or Business Administration and two years of finance experience, or an acceptable equivalent combination of education and experience. Must be bondable. Experience with SAGE 300 (ACCPAC) modules, Microsoft Office programs with emphasis in Excel spreadsheets. Excellent oral and written communication skills. Must have a highly developed sense of discretion for handling confidential information and monetary transactions. Ability to work under sporadic stress and/or pressure. Ability to work independently and in a team environment.

A written application with detailed resume, including minimum two (2) references with written permission to contact the references and your most recent immediate supervisors should be submitted to:

Lisa Beardy, Office Manager
Keewatin Tribal Council
23 Nickel Road
Thompson, Manitoba R8N OY4
Email: lbeardy@ktc.ca Fax: 204 677-0256

Closing Date: 4:00 p.m. Friday, August 30, 2024

Late applications will not be accepted

We would like to thank those that apply for the position but only those being considered for an interview will be contacted.