



**Piapot
First Nation**

General Delivery
Zehner, SK S0G 5K0
Ph: 306.781.4848
Fax. 306. 781-4853
piapotnation.com

Finance Clerk – One Full-Time Position Available

About Piapot First Nation

Piapot First Nation (PFN) is located northeast of Regina, with a population of approximately nine hundred members on reserve. Piapot controls lands which are comprised of over 19,000 hectares located throughout Saskatchewan. With an abundance of community programs, we take pride in our Nation, ensuring we maintain our cultural and spiritual teachings, which are of utmost importance in our daily operations.

Job Summary:

The Finance Clerk is responsible for providing financial and administrative support with accounts payable, accounts receivable and bank reconciliation services in order to ensure effective, efficient and accurate financial and administrative operations in accordance with the Piapot Finance Policy manual and procedures.

The Finance Clerk will report to the Finance Manager and will provide financial, administrative and clerical services to the finance department in an effective and efficient manner that will ensure that Piapot First Nation finances are accurate and up to date.

Responsibilities will include, but not limited to:

- Tracking purchase orders; issue purchase orders for various departments as needed
- Verifying, classifying and recording accounts payable data into SAGE 300
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
- Maintaining and developing financial administration procedures and filing
- Tracking and maintaining inventory supplies
- Prepare and mail payments, data entry into an excel spreadsheet
- Assist with month end and year end duties including preparing for audit
- Provide administrative support in order to ensure effective and efficient finance and administrative operations
- Answer all vendor inquiries regarding payments and questions regarding invoicing.
- Bank reconciliations
- Maintain inventory files of all inventory for the band
- Assist in maintaining a filing system for all accounts payable
- Assist in maintaining a filing system for all accounts receivables
- Ensure the confidentiality and security of all financial files
- Provide coverage to other finance department employees when away from office



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- Other duties as required.

Knowledge, Skills & Competencies:

The incumbent must have proficient knowledge in the following areas:

- Accounting/Business Administration Diploma or degree from a recognized post-secondary institution
- Minimum 5 years' experience in providing financial management support
- Knowledge of accounts payable, accounts receivable, payroll and maintaining general ledgers
- Knowledge of accounting functions and procedures
- Able to maintain a high level of accuracy in preparing and entering financial and accounts payable information
- Able to maintain confidentiality concerning financial, accounts payables and accounts receivables files
- Possess knowledge of generally accepted accounting principles (GAAP) and workings of the banking systems
- Demonstrate the required skill to perform detailed work accurately and promptly
- Excellent interpersonal skills
- Team building skills
- Analytical and problem-solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Attention to detail and high level of accuracy
- Very effective organizational skills
- Effective written communications skills
- Time management skills

DEADLINE: Wednesday August 30th, 2023 @ 4:30 PM

If you are interested in applying for this position, please send a cover letter detailing your qualifications with your resume and three current work-related references to:

Email: hr@piapotnation.com

ATTENTION: Human Resources
Piapot First Nation
General Delivery, Zehner SK S0G 1K0

We thank all those that apply, however, only those that are selected for an interview will be contacted. Piapot First Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status on the cover letter.