



**Piapot  
First Nation**

General Delivery  
Zehner, SK S0G 5K0  
Ph: 306.781.4848  
Fax. 306. 781-4853  
[piapotnation.com](http://piapotnation.com)

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## **Finance File 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 File Clerk will provide financial and administrative support for the Finance department and work closely with accounts payable and the finance manager to ensure financial and administrative files and documents are organized as outlined by the Finance Manager. The Finance File Clerk will report to the Finance Manager and will provide administrative and clerical services to the finance department as required.

### **Responsibilities will include, but not limited to:**

- Upload digital files and data into an electronic file.
- Organize and archive records and documents.
- Develop copies of documents for record keeping as needed (understand what the financial documents are that are required for filing under finance).
- Gather documents, data and/or files from other departments and personnel for record keeping.
- Use an alphabetical and numerical system to organize paper and electronic records of documents.
- Check paperwork, digital forms, and files and update or correct documentation as needed from managers.
- Update filing systems and if needed create new filing and organizational storage systems for data and various documents as needed.
- Create new files and ensure the necessary information is recorded on the forms and reports collected.
- Secure and protect the privacy of documents.
- Scan paper documents and verify that scanned documents are clear and legible.
- Process requests for files and data with the correct approval.
- Record when and what documents have been borrowed and returned.
- Monitor filing materials and office supplies
- Work with vendors to secure inventory of supplies needed and get approval to purchase more as required.
- Discard documents when required in accordance with official procedures.
- Operate office equipment (printers/scanners/phone/fax etc).



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- Conduct regular checks to improve filing systems and design forms and templates for data entry with approval from manager.
- Perform data entry.
- Check and correct documentation and placement of previously filed documents.
- Other duties as required.

### **File Clerk Education requirements:**

- High school graduate or equivalent
- Knowledge of basic office and administrative software such as MS Office
- Experience working in an office setting
- Previous clerical experience
- Experience working with file-keeping software or cloud storage a plus

### **Knowledge, Skills & Competencies:**

The incumbent should have proficient knowledge in the following areas:

- Strong organizational skills
- Attention to detail
- Integrity, discretion, and respect for confidentiality and privacy
- A dedication to preserving information and materials
- Adept typing, word-processing, and data entry skills
- Clear handwriting
- Ability to read and understand a wide range of materials
- Verbal communication and interpersonal skills
- Research and critical thinking skills

### **DEADLINE: Friday August 23rd, 2024 @ 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](mailto: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.*