



**Piapot
First Nation**

**WE ARE HIRING
Finance & Administration Manager
Permanent Full-Time Position
Located at the Piapot Urban Office**

JOB SUMMARY

The Finance & Administration Manager plays a critical support role within the Lands, Resources & Economic Development Department by ensuring accurate financial tracking, administrative coordination, and reporting related to lands and economic development activities. This position serves as the primary liaison between the LRED Department and the Finance Office, ensuring that departmental expenditures, revenues, and land-related payments are accurately recorded, monitored, and reported in accordance with Piapot First Nation policies and funding requirements. The Manager supports the administration of permits, leases, and land-use agreements by tracking payments, monitoring outstanding accounts, issuing notices, and maintaining organized records. This role is essential to strengthening accountability, transparency, and financial integrity across the Department's operations.

Responsibilities include, but not limited to:

- Financial Administration
- Permit and Land Revenue Tracking
- Administrative Coordination
- Departmental Reporting and Accountability

Qualifications & Skills:

- Post-secondary education in business administration, accounting, finance, or a related field is preferred. Equivalent combination of education and relevant experience may be considered.
- Proficient in Microsoft Office applications (Excel, Word, Outlook). Training in financial systems such as SAGE 300, record management, or First Nation administration is an asset.
- Experience working in a First Nation government environment is a strong asset.
- Familiarity with land administration, permits, or program-based funding is considered an asset.
- Strong organizational and time-management skills.
- High attention to detail and accuracy.
- Demonstrates professionalism, integrity, and accountability.
- Works collaboratively within a team environment.
- Always maintain confidentiality and discretion.

DEADLINE: Friday, May 8, 2026 @ 4:30 PM

If you are interested in applying for this position, please send 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**

****A full job description is available upon request. Piapot First Nation offers great benefits and pension plan for all employees.***

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.