



**Piapot
First Nation**

General Delivery
Zehner, SK S0G 5K0
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We're Hiring Finance & Administration Officer Full-time Permanent Position

Join our Lands, Resources & Economic Development (LRED) team and play a key role in supporting strong financial management, accountability, and sustainable economic development.

The Finance & Administration Officer provides essential financial and administrative leadership within the LRED Department. This position ensures that departmental finances, land revenues, permits, leases, records, and reporting are accurately managed and well organized.

Working closely with the Director, Lands Officers, Finance Office and other partners, the officer will:

- Oversee financial tracking, budgets, revenues, expenses, and commitments.
- Manage permit, lease, and land-use revenue tracking, including payments and arrears.
- Maintain accurate and organized financial and land records.
- Support reporting, audits, funding requirements, and RLEMP obligations.
- Provide administrative support to the LRED leadership team.
- Coordinate with Finance, ISC consultants, auditors, and other partners.
- Strengthen accountability, transparency, compliance, and administrative systems.

This is an excellent opportunity for an organized, detail-oriented finance and administrative professional who wants to contribute directly to effective land management, economic development, and the success of the Nation.

EDUCATION AND QUALIFICATIONS

- Post-secondary education in business administration, accounting, finance, or a related field is preferred.
- Equivalent combination of education and relevant experience may be considered.
- Training in financial systems, record management, or First Nation administration is an asset.

- Minimum of two (2) to four (4) years of experience in an administrative or finance-related role.
- 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.
- Awareness of confidentiality and records management requirements.
- Strong organizational and time-management skills.
- High attention to detail and accuracy.
- Proficient in Microsoft Office applications (Excel, Word, Outlook).
- Ability to prepare clear financial and administrative summaries.

DEADLINE: Tuesday, September 8, 2026 @ 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

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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.