



**Siksika Family Services Corporation
Siksika Employment and Training Services
Financial Administrative Assistant
Limited Term**



POSITION OVERVIEW

Processing all operating program and expenditure, as well as transactions in to the accounting system, and assisting with general administrative, clerical and organizational duties related to the financial and program functions of the Siksika Employment and Training Services (SETS) department under Siksika Family Services Corporation (SFSC).

SUPERVISION EXERCISED:

The Financial Administrative Assistant works under the direction of the Accountant for all finance related duties and to the SETS Director as required.

RESPONSIBILITIES

- Create, organize and maintain SETS program records and files in accordance with established procedures, such as, chronological, alphabetical etc.
- Efficiently track and retrieve all files requested, keeping files intact and functional.
- Assist with implementing and maintaining internal financial controls and procedures.
- Financial and program file audit preparation.
- Process daily operating expenses and overhead expenses including but not limited to supplies, coffee, lease equipment
- Prepares and/ or oversees the processing of financial/ business forms
- Check, corrects and maintains a variety of financial and other business records and documents.
- Prepares and/ or assists in producing various financial or administrative reports.
- Responsible for month end closures and openings including compiling month end reports.
- Examining, classifying, coding, sorting, typing and filing of client records.
- Faxes, photocopies and takes of incoming/ outgoing files
- Monitors administrative supplies
- Ensures the proper protection, safekeeping and confidentiality of client and system records
- Attend any meetings relating to the Siksika Employment and Training Services program as requested and;
- Performs other related duties as required or assigned by the Siksika Employment and Training Services Director.



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QUALIFICATIONS/ SKILLS:

- Knowledge and experience in accounting principles and procedures as applied to general bookkeeping and accounting records such as: Generally Accepted Accounting Principles (GAAP).
- Knowledge of modern office procedures and clerical techniques.
- Computer competency requiring word-processing, spreadsheet and database software knowledge and experience.
- Ability and skill required in numeric and accurate calculations and able to work with numbers quickly and with a high degree of accuracy.
- Ability to meet deadlines and be a team player – to take direction and work closely with the SETS team.
- Superior interpersonal, communication and organizational skills are required.
- Must demonstrate skills and diplomacy, problem solving and negotiation and conflict resolution.
- Must be able to work independently and with little direction as well as be an effective team member.
- Must be proficient at typing and know how to process data electronically.
- Understands business documents such as receipts, till tape, purchase orders, credit slips, sales slips and bills.
- Must be able to operate various office machines such as photocopier, fax machines etc.
- Possess knowledge of First Nation and/or Siksika culture, language and history.
- The ability to speak the Blackfoot language fluently is an asset.
- Must be punctual and have reliable attendance.
- Clean criminal record check.

PROFESSIONAL DESIGNATION/ CERTIFICATIONS:

- Diploma and/ or Certificate in Basic Accounting or enrolment in an Accounting Certificate or Diploma program is an asset.



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EDUCATION/ EXPERIENCE/ TRAINING:

- High school diploma or GED equivalency
- 3 years accounts payable and general accounting/ bookkeeping/ office experience required.
- Knowledge and experience in creating, maintaining and organizing various office files.

CLOSING DATE:

The competition will remain open until the position is filled. Resumes should be emailed to Human Resources at familyserviceshrm@siksikanation.com . Please indicate the position name in the subject line of your email.

SFSC thanks all applicants and wishes to advise that only those candidates selected for an interview will be contacted.



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DECLARATION

DATE: _____

I have reviewed the Siksika Children's Services **Prevention and Early Intervention Program Manager** job description, position mandate and role responsibilities.

I understand the job duties and agree to carry out the responsibilities required of this position as stated within the job description, position mandate and role responsibilities addendum.

Employee (print name)

Signature

Director, Siksika Children's Services

Signature
