



Siksika Family Services Corporation
SIKSIKA CHILDREN'S SERVICES
Financial Administrative Assistant –P/FT
Deadline Date – May 20th , 2022



GENERAL STATEMENT OF POSITION:

The Financial Administrative Assistant is a key role within the Siksika Children's Services Admin team. This person provides financial administrative support which includes accurate recording and processing of all expenditures for programs and operations, maintaining up-to-date information per client, and working collaboratively with the Finance department staff. Must ensure proper financial support is given to clients. The Financial Assistant is responsible to the implementation and delivery of the SFS program in accordance to Siksika culture and traditions incorporated by the Agency.

SUPERVISION RECEIVED: Administrative Supervisor

- Processing and recording of all program payments, invoices, client and staff expense claims.
- Ensure all proper and correct information is included on expenditures for payment including proper coding of items to profit centers.
- Preparing expenditures for signing by authorized personnel and ensure they are completed in a timely manner.
- Maintain ongoing list of client, caregivers and service provider's information for processing purposes.
- Responsible for processing, recording and distribution of the monthly caregiver maintenance, Supports for Independent Living, Supports for Financial Assistance, and other related monthly issuances.
- Implement and maintain internal financial controls and procedures.
- Prepare for financial and program file audits.
- Assist in keeping updated inventory of all office equipment, furniture, keys and vehicles.
- May be requested to take minutes and perform other related admin duties.
- *Due to limited space the duties of this position have been shortened but will be made available to successful interview candidates only.*

QUALIFICATIONS/EXPERIENCE:

- Certificate/diploma from Clerical or Administrative Support program, plus 3 years related experience in the field of administrative support or related field.
- Completion of computer training or demonstrated computer knowledge and skill.
- Highly organized in prioritizing work, multi-tasking, and meeting deadlines.
- Superior communication and customer service skills.
- Experience working with Siksika families and children or with other First Nation children and families is an asset.
- Knowledge of Siksika Culture and history

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 pm of the posting closing date. **PLEASE QUOTE** posting # 017-2022 on Cover Letter

IMPORTANT: All applications *must* include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Names & Phone Numbers of last 3 Supervisors for Reference checks
4. Copy of Drivers License

The Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated. The successful candidate must be fully vaccinated and provide SFS Human Resources with proof of vaccination. The Siksika Family Services will provide reasonable accommodation, if the successful candidate cannot be vaccinated due to grounds protected by human rights legislation.

Please Note: Only complete applications will be considered. SFSC wished to thank all applicants and advise that only those candidates selected for an interview will be contacted.