

# Employment Opportunities



**Position:** Treasury Manager  
**Service Area:** Treasury Department  
**Location:** Siksika Nation Administration  
**Salary:** Based on Education and Experience  
**Date Posted:** Monday, July 3, 2023  
**Closing Date:** Open until position is filled.  
**Competition Number:**

## POSITION SUMMARY:

The Treasury Manager will oversee all day-to-day operations of the Treasury Department based on direction from the Controller, including a working relationship with the Chief Financial Officer (CFO). The Treasury Manager oversees the processing and recording of all outgoing payments from Siksika Nation Tribal Administration.

## DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Leading the accounts payable and payroll teams, which includes delegating, scheduling and reviewing work;
- Maintains staff job results by coaching, counseling, planning, monitoring, disciplining and appraising job results;
- Setting and facilitating the achievement of department objectives;
- Identifying areas of improvement within the accounts payable and payroll processes and leading the implementation of new controls, processes and systems;

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- Prior leadership experience preferably in First Nations, Government or Non-Profits.
- Strong computer skills including Microsoft Word and Excel.
- Familiar with Great Plains Dynamics and Xyntax.
- Thrives in a high pressure, fast-paced work environment.
- Up-to-date knowledge of payroll procedures and related legislation.

### Education and Experience

- Minimum 2 years management experience in an office environment.
- Minimum of 10 years experience in accounts payable and payroll.
- First Nations, Municipal or Government experience is an asset.
- Diploma in Accounting or Business Administration.

### Other:

- Current Criminal Record Check, Valid Alberta Class 5 Driver's License.

**Submit Resume and Application to:**

Siksika Tribal Admin Human Resources  
[recruitment@siksikanation.com](mailto:recruitment@siksikanation.com)

Email [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) for Job Description or Employment Application form

Questions: call 403-734- 5126 or 403-734-5567