

Employment Opportunities



Position: Membership Distribution Administrator

Service Area: Membership

Salary: Based on Education and Experience

Date Posted: July 25, 2025

Closing Date: August 5, 2025

Competition Number: CFO-01-07-25-25

POSITION SUMMARY:

The Membership Distribution Administrator (MDA) is the department's primary authority for the accurate, timely, and secure disbursement of all member payments. Working within the Siksika Nation Membership Code framework, Tribunal directives, and federal registration requirements, the incumbent verifies eligibility, processes electronic and manual payments, and maintains auditable distribution records while upholding the highest standards of confidentiality and client service.

Duties & Responsibilities: *see complete job description*

- Calculate, prepare, and release adult, minor, and special distributions by approved cut-off dates and authorizing resolutions.
- Validate member eligibility through the Indian Registry System (IRS) and internal databases before disbursement.
- Digitize, index, and store documentation in compliance with departmental policy, FOIP, and audit standards
- Monitor legislative, Tribunal, and ISC updates affecting distribution policy; recommend procedural enhancements.

Required Knowledge, Skills, and Abilities:

- Superior numerical accuracy and reconciliation skills.
- Exceptional written and verbal communication; translating complex policy into clear, plain-language instructions.
- Proven integrity and discretion in handling confidential personal information.
- Strong organizational and time-management abilities; capable of meeting rigid deadlines and working extended hours during peak distribution periods.

Education and Experience:

Post-Secondary Diploma in Business Administration or related field required.

Minimum of three years of relevant work experience

Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License required.

Example: Five years Driver's Abstract required.

EMAIL: recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.
WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.