

Employment Opportunities



Position: Junior Treasury Manager
Service Area: Chief Financial Officer
Salary: Based on Education and Experience
Date Posted: September 2, 2025
Closing Date: September 16, 2025
Competition Number: CFOACFO-02-09-2-25

POSITION SUMMARY:

The Junior Treasury Manager controls the flow of cash through the organization; short term financial matters and maintains the integrity of funds, securities and other valuable documents. The Treasury Manager establishes financial and administrative objectives, policies, programs and practices to provide the Siksika Nation Tribal Government with a continuously sound financial structure.

The Junior Treasury Manager will be responsible for managing the day-to-day operations of the Treasury Area based on the direction of the CFO. This involves overseeing the performance of the various offices within the Treasury Area, with support from the Treasury Executive Assistant.

Duties & Responsibilities: *see complete job description*

- Directs the activities of the Treasury Area in regard to the collection, management, and reporting of revenue Assist the management team with financial reporting
- Oversee the activities of the Treasury Area, including wire transfer activity, letter of credit issuances, month-end treasury reporting, etc.
- Allocate costs to appropriate departments and accounts
- Forecast short range (3 months) cash requirements and obligation

Required Knowledge, Skills, and Abilities:

- Knowledge of Financial Administration Laws, Indigenous Services Canada (ISC) funding requirements, and First Nation governance.
- Knowledge of GAAP and PSAB standards.
- Knowledge in financial reporting, budgeting, and management, ideally in a public sector or First Nation environment.
- Proficient using computers including Word and Excel

Education and Experience:

- Bachelor's degree in commerce, Business Administration, Accounting, Finance, or a related field.
- Minimum of 7 years of progressively responsible finance and accounting experience.

Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License, Updated Criminal Record Check,

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.