

# Employment Opportunity



**Position: Accountant**  
**Service Area: Treasury**  
**Location: Siksika Nation Tribal Administration**  
**Salary: Based on Education and Experience**  
**Date Posted: November 12, 2025**  
**Closing Date: November 26, 2025**  
**Competition Number: CFO-01-11-12-25**

## POSITION SUMMARY:

The Accountant is responsible for assisting in a variety of accounting, financial operations, and clerical duties for Siksika Treasury Administration. Will work closely with senior accounting staff to support the management of financial transactions and accounts.

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

- Maintain an organized and up-to-date filing system for financial documents and records.
- Assist with accounts payable and receivable, including processing invoices and receipts, reconciling accounts, and maintaining accurate financial records.
- Review incoming invoices for discrepancies and notify vendor and manager if any are located.
- Code, total, batch, enter, verify, and reconcile transactions in the accounting system, ensuring that approval(s) are in place before proceeding.
- Compile budget data and enter approved budgets into accounting system.
- Support the preparation of financial and disclosure reports, statements, including income statements, balance sheets, and cash flow statements.

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- Knowledge of accounting principles and standards.
- Proficiency in Microsoft Excel and accounting software (e.g., QuickBooks, Xero or similar).
- Strong attention to detail and accuracy in financial record-keeping.
- Strong written and verbal communication and interpersonal skills.
- Strong organizational and time management skills.
- Ability to work well in a team environment.
- Ability to maintain strict confidentiality. Must possess good analytical and problem-solving skills.
- Must be self-motivated and able to work in a fast-paced environment.

## Education and Experience:

- Certified Aboriginal Financial Manager (CAFM) an asset.
- Post- Secondary Bachelor's Degree in Accounting, Finance or related field required.
- Minimum of one year of relevant work experience in accounting or finance required

## Other:

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

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

EMAIL [recruitment@siksikanation.com](mailto: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](http://www.siksikanation.com)