

# Employment Opportunity



**Position:** Treasury Manager  
**Service Area:** Treasury  
**Location:** Siksika Nation  
**Salary:** Based on Education and Experience  
**Date Posted:** March 9, 2026  
**Closing Date:** March 23, 2026  
**Competition Number:** CFO-01-02-9-26

## POSITION SUMMARY:

The Treasury Manager will be responsible for managing the day-to-day operations of the Finance and Treasury Administration area based on the direction of the Chief Financial Officer (CFO). The 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.

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

1. Responsible for the collection, disbursement, management and reporting of all revenue coming to Siksika Nation Tribal Administration.
2. Administer banking arrangements, loan agreements and liaise between Siksika and banks.
3. Directs the activities of property tax compliance, tax payment and audit management.
4. Prepare and create Property Assessment Law, Taxation By-Law and Property Tax expenditure reports with respect to money raised pursuant to said laws a calendar year, fiscal year and ad-hoc basis.
5. Reconcile each Revenue By-Law account monthly and maintain efficient filing system.
6. Organize and participate in Community information meetings and other Revenue By-Law account related meetings.

## MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles.
- Knowledge of Siksika Nation Financial Administration Law.
- Proficient working knowledge of all software systems used by Finance and Administration department.
- Working knowledge of the Siksika Entrepreneur Business Grant Program Policy and Procedures.
- Analytical and problem solving and decision-making skills.
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- Professional standard of conduct and ethics.

## 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.

## Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License required.

## Other:

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

**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)

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