

Employment Opportunity



Position: Admin Specialist - Requisition
Service Area: Siksika Infrastructure and Public Works
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: April 15, 2026
Closing Date: April 29, 2026
Competition Number: SIAPW-01-04-15-26

POSITION SUMMARY:

The Admin Specialist - Requisition is a crucial role within an organization's finance and accounting department. This position involves various tasks related to financial record keeping, data entry, and administrative support.

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

1. Administrative Support: Providing administrative assistance to the department, such as answering phone calls, responding to emails, and assisting with various tasks as needed.
2. Data Entry: Accurate and timely input of financial transactions into accounting software or spreadsheets. This includes invoices, receipts, expense reports, purchase orders, and other financial documents.
3. Accounts Payable Voucher (APV) Processing: Managing the APV process by reviewing payment requests, reconciling statements, and preparing vendor payments within designated timelines.
4. Expense Reporting: Processing and verifying employee expense reports, ensuring adherence to company policies and proper documentation.
5. Compliance: Ensuring compliance with relevant financial regulations, policies, and procedures.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

Proficiency in using accounting software and Microsoft Office applications, especially Excel.

Strong attention to detail and accuracy.

Excellent organizational and time management skills.

Strong communication and interpersonal skills.

Ability to work independently and as part of a team.

Basic analytical and problem-solving abilities.

Familiarity with relevant financial regulations and compliance.

Education and Experience

High school diploma or equivalent.

Accounting Certificate and knowledge of accounting principles and financial processes.

Other:

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

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