Employment Opportunity

Position: Estates Representative
Service Area: Membership
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: October 21, 2026
Closing Date: November 4, 2026
Competition Number: CFO-01-10-21-26

POSITION SUMMARY:

The Estates Representative will be responsible for working with estates for Siksika Nation members including Wills, funeral planning, and policy development. Working specifically with INAC, the Public Trustees office, local banks, and government agencies. This role also consists of responsibilities concerned with Per Capita payments received by Siksika Nation members, working specifically with the approved distribution policies, compiling reports, and checking data for accuracy, completeness, and consistency.

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

1. Responsible for issuing funeral expenses and submitting vouchers upon death of Siksika Nation members.
2. Assisting families with applying for the Administration of Appointment letters from ISC.
3. Working with INAC to close out the estate files.
4. Assisting families with completing all necessary forms for claims. Eg. Statutory Declarations
5. Working with Public Trustees' Office for off-reserve Siksika Nation members estates.
6. Working with Transfers of Jurisdictions.
7. Assisting families with Section B Benefit applications.
8. Setting up training sessions for wills and estate planning.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Must have good communication skills and the ability to work well under pressure.
- Ability to understand and apply principles and procedures of record keeping and data gathering.
- Strong verbal ability to give clear and precise information to Siksika Nation members.
- Must be knowledgeable of the Indian act sections which apply to estate management and minor trust accounts.
- Must be computer literate.
- Must have very strong organizational skills.
- Demonstrated ability to handle confidential information with integrity and discretion.

Education and Experience

Office Administration Certificate required
Three to six years' experience required

Professional Designation/Certification/Licenses:

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