



The Office of the Onikanew  
of Child and Family Services  
Box 279  
Red Earth Creek, Alberta  
T0G 1X0

Phone: (780) 767-2116  
Toll Free: 1-844-6AWASAK  
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## Finance Officer

### 1 Year Term Position

#### Summary:

Reporting to the Onikanew, provide financial assistance and support, including all accounting data entry, ensures financial personnel files are maintained and assists and supports Onikanew with program and office related activities for the Office of the Onikanew.

#### Duties:

- Provides financial services and support by maintaining a complete and accurate filing system. Data Entries in Accounts Receivable, Accounts Payable as well as Payroll.
- Maintains the financial and other related administrative filing and support by working closely with the Onikanew to ensure that all reporting requirements are met for the Federal and Provincial Governments.
- The Finance Officer is a key team member and may be asked to carry out additional duties and activities related to the effectiveness and successful implementation of the Office of the Onikanew

#### Knowledge & Skills:

**Education:** Degree or Diploma in Business Administration or related field such as Accounting is an asset. Must possess a minimum standard of five years' experience in accounting and data entry.

**Skills & Experience:** sound understanding of accounting principles and management information requirements; proficiency in computer based accounting systems (QuickBooks), Excel spreadsheet and MS Word processing software programs; strong communication (verbal and written), planning and organizational skills; ability to work as a team member, understanding and experience with First Nations' programs and organizations and with Federal and Provincial funding sources. Experience with Indigenous Services Canada funding model. A basic knowledge of The Awasak Wiyasiwewin Law.

**Additional requirements:** current & valid Alberta driver's license; own vehicle or access to vehicle with \$2M auto liability insurance (when required to use own vehicle); **Please submit Intervention Record Check and Canadian Police Information Centre (CPIC) clearances with resume;** submit to oath of confidentiality; personal telephone or access to telephone; current first aid certificate (note: training provided if required); be willing to adhere to agency drug & alcohol policy; ability to speak and/or understand the Cree language a strong asset. Alcohol and drug testing pre-screening will apply.

**Salary will be based on academic & professional qualifications  
Open until suitable candidate is found**

**Please forward to: [careers@ktccfs.ca](mailto:careers@ktccfs.ca)**

**We thank all candidates for their interest; however, only individuals selected for an interview will be contacted. Please note telephone interviews will not be accepted.**

**- [www.ktccfs.com](http://www.ktccfs.com) -**