



● EMPLOYMENT OPPORTUNITY ●

The Western Cree Tribal Council is seeking an individual to fill the position of:

Finance Clerk

About WCTC: The Western Cree Tribal Council (WCTC) is a dynamic organization committed to promoting the well-being and prosperity of our member First Nations. We are currently seeking a dedicated and experienced Finance Clerk.

Job Overview: This person must be diligent and pay very close attention to detail in the matching and processing accounts payable transactions for the Western Cree Tribal Council. Must be able to communicate with staff and external stakeholders. Must show initiative when working unsupervised.

Primary Duties & Responsibilities:

- This position is part of a team environment and will be working in collaboration with others. You may be part of various accounting cycles in accounts payable, accounts receivable, payroll, and bank recs.
- Reconcile PO's with vendor invoices
- Reconcile vendor invoices to statements monthly.
- Processing of data for gas card logs.
- Cross-train and provide coverage in various areas of the finance department when required.
- Update and reconcile accrued payables.
- Perform any other duties as determined from time to time by the Director of Finance.

Qualifications:

- Minimum Grade 12 High School Diploma.
- Minimum 3 years experience in similar finance positions.
- Experience using Adagio is preferred, but not an asset.
- Strong computer literacy skills including MS Office 365.
- Criminal record check.

How to Apply: If you are a highly motivated finance clerk ready to contribute to the operational success of the Western Cree Tribal Council, please submit your resume, cover letter, references and clearance to executive.assistant@westerncree.ca. For more information, please contact Elaine Goodswimmer at (780) 532-3009. Please include "Finance Clerk Application" in the subject line.

Applications will be accepted until a suitable candidate is found. We thank all applicants for their interest in WCTC; however, only those selected for an interview will be contacted.

WCTC is an equal-opportunity employer, and we encourage applications from individuals of all backgrounds and experiences. We are committed to creating a diverse and inclusive workplace where all employees can thrive.