



ARE YOU READY FOR CHANGE?

ACFN offers growth, challenge and change.

Come and serve our Nation for a rewarding career.

EMPLOYMENT OPPORTUNITY – Finance Clerk

Staffing Process Number: ACFN-2026-017

The Athabasca Chipewyan First Nation (ACFN) is seeking to fill one (1) full-time permanent Finance Clerk role.

- 7.5 hours per day, 37.5 hours per week, and ability to work evenings, weekends, and holidays, as required.
- This position is local to **Fort McMurray, AB., or Fort Chipewyan, AB.**

**Interested? Email your cover letter and resume in confidence to HR@acfn.com
Closing date: Open until a suitable candidate is found.**

GENERAL RESPONSIBILITIES

- Assist in the daily operations of the Finance Department that includes accounts payable/receivable, general ledger, and bank reconciliations.
- Assists the team with reports for industry as well as government contracts and agreements.
- Provide timely responses to internal and external parties as needed to ensure completion of work.
- Creates purchase requisitions and purchase orders, as required.
- Process vendors invoices ensuring that all data entry is accurate and complete, source documents are properly referenced to transactions, reports are completed and all records are filed in an appropriate manner.
- Updates vendors on payment status of invoices, by phone and email.
- Ensure the strict confidentiality and privacy of financial records as they relate to the ACFN, DLRM and business partners.
- Reconciles vendor statements; and other duties as required.

NOTE: Full position description available upon request.

QUALIFICATIONS

- High School Diploma or a combination on Education (Grade 10), Training and Experience (Two years of experience in an administrative position) may be considered as an alternative to a High School Diploma.
- Two (2) years of experience in an Administrative position.
- One (1) year of experience in data entry, is an asset.
- Experience with Accounting Software, is an asset.
- Microsoft computer skills (MSWord, Excel and Outlook).
- Class 5 Driver's Licences; own or access to a vehicle, is an asset.

Mahsi chogh/Thank you to all who apply, however, only those selected for an interview will be contacted.

Employment Equity is a factor in the selection process. Preference may be given to Indigenous people. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people (ACFN, MCFN, FMFN, etc., status or non-status, Inuit, or Métis)

