



# ***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-2023-032

The Athabasca Chipewyan First Nation (ACFN) is seeking to fill one (1) a full-time position of **Finance Clerk**. This position consists of 5 days on, 2 days off; Monday to Friday, 7.5-hour days, and 37.5 hours per week. This position is local to **Fort Chipewyan, AB., or Fort McMurray, AB.**, and candidates must have their own accommodations and transportation. The Finance Clerk is responsible for assisting with the daily operations of ACFN's accounting department.

### **GENERAL RESPONSIBILITIES**

- Assist in the daily operations of the Accounting 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 needed.
- 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.
- Timely and accurate data entry of all work assigned.
- Proper filing of physical and electronic records.
- Assist with ensuring compliance with ACFN's Financial Policy and Delegation of Authorities.
- Assist with ensuring compliance with applicable Accounting Standards.
- Assist with Preparing monthly variance reports and assists Program Managers with variance analysis.
- Assist with ensuring all financial accounting transactions are recorded accurately in a timely manner and, other duties as assigned.

### **QUALIFICATIONS**

- High School Diploma or equivalent or a combination on Education (Grade 10), Training and Experience may be considered as an alternative to a High School Diploma.
- A minimum of one year of experience in data entry.
- A minimum of two years of experience in an Administrative position.
- Experience with Accounting Software is an asset. Knowledge of bookkeeping and accounting principles, laws and regulations pertaining to First Nations Accounting.
- Excellent analytical skills, and attention to detail and accuracy.

- Ability to prioritize work in a demanding environment with multiple priorities and working under pressure to meet conflicting deadlines.
- Microsoft computer skills (MSWord, Excel and Outlook).
- Excellent written and spoken communications skills.
- Ability to work independently and as a team member.
- Ability to prioritize work in a demanding environment with multiple priorities and working under pressure to meet conflicting deadlines.
- Outstanding interpersonal relationships.
- Willingness to work in a diverse work environment.
- Willingness to sign a Confidentiality Agreement.

*Salary will be dependent on experience and qualifications.*

Interested candidates are invited to e-mail a covering letter and resume quoting: Staffing Process Number: ACFN-2023-032, in confidence to [HR@acfn.com](mailto:HR@acfn.com).

Closing Date: Resumes will be accepted until **December 4, 2023, by 5:00pm.**

*Marsi 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. 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). Preference may be given to Indigenous people.*

