



EMPLOYMENT OPPORTUNITY – Finance Clerk

Staffing Process Number: ACFN/DLRM-2025-029

The Dene Lands and Resource Management (DLRM) is seeking one (1) Finance Clerk, to join Team DLRM for a full-time position. This position consists of 5 days on, 2 days off: Monday to Friday, **7.5-hour days, and 37.5 hours per week**. This is a local position to **Fort McMurray, AB**, However, schedule and location may change from time to time to meet operational requirements.

Reporting to the Senior Coordinator, Accounting and Payroll, the Finance Clerk is responsible for achieving results while ensuring adequacy of internal controls, adherence to the Athabasca Chipewyan First Nation (ACFN) Finance policies, and ACFN/DLRM established policies and procedures. The incumbent interacts with ACFN/DLRM staff, ACFN members, vendors, contractors and consultants.

GENERAL RESPONSIBILITIES

- Provide financial and administrative support to the Lands and Rights Department and general ACFN DLRM transactions.
- Create purchase requisitions, purchase orders, and process vendor invoices to ensure timely and accurate payments.
- Reconcile vendor statements and assist with account analysis and reconciliations (A/P, G/L, bank, and credit card).
- Maintain accurate financial records and files (electronic and physical).
- Prepare reports, spreadsheets, and correspondence for accounting purposes.
- Ensure compliance with accounting standards, legislation, and organizational policies.
- Maintain strict confidentiality of financial and organizational information.
- Support the team with contract and agreement tracking and other duties as assigned.
- Please note: Full job description available upon request.

QUALIFICATIONS

- High School Diploma or GED, or combination of education (Grade 10), training, and experience (two years of experience in Accounts Payable or related finance role may be considered as an alternative to a High School Diploma. (Post-secondary in Accounting, Finance, or Business Administration an asset).
- Minimum 2 years of experience in Accounts Payable or related finance role.
- Proficient in MS Word, Excel, and Outlook; experience with accounting software (e.g., Sage Intacct, ADP) preferred.
- Strong attention to detail, accuracy, and organizational skills.
- Excellent communication and interpersonal abilities.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Demonstrated discretion and confidentiality in handling sensitive information.
- Ability to work independently and collaboratively as part of a team.
- Class 5 Driver's Licence and willingness to travel occasionally are assets.

Interested applicants are invited to e-mail a covering letter and resume to HR@acfn.com.

Resumes will be accepted until a suitable candidate is found.

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.

Honouring and protecting Treaty Rights for over twenty years

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www.acfn.com