

**Selkirk First Nation**  
**Employment Opportunity**

**Position:** Finance Administrator  
**Department:** Finance  
**Wage:** \$31.45 - \$37.74 (Depending on Experience)  
**Status:** Term Full Time (one year)  
**Closing Date:** October 18, 2017

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**Job Summary**

Under the direction of the Director of Finance, the Finance Administrator is responsible for; monitoring the day-to-day accounting operations, ensuring that financial control systems and processes are complied with, performing the internal auditing functions of the organization, preparing internal Financial Statements and Financial Reports and for coordinating the preparations for the annual external audit. The Finance Administrator directly oversees the finance and accounting functions of Payroll and Benefits, Accounts Payable and Accounts Receivable and supervises these positions. The Finance Administrator also serves in an advisory and enforcement role for the organization by coaching, providing advice and interpretations and by ensuring that finance legislation, policies, procedures and accounting processes are fully complied with. The Finance Administrator works very closely with the Director of Finance and also undertakes special projects as assigned by the Director.

**Education and Experience:**

- Completion of Grade 12
- Accounting courses at school or on the job training related to accounting for more than 5 years

**Skills and Abilities:**

- Ensures all financial records are in compliance with General Accepted Accounting Principles
- Complies with SFN policies and procedures
- Ensures balance sheet accounts are reconciled
- Pays strong attention to detail (accuracy)
- Maintains and updates the Tangible Capital Assets register
- Able to perform duties with the highest degree of integrity and ethical conduct
- Team player, cooperative and supportive of others
- Ability to effectively communicate and deal with people
- Ability to work with Microsoft Word, Excel
- Self-motivated, willing to learn
- Performs back up duties for the Payroll and Benefits Specialist

Candidates who do not possess the full required qualifications may be considered for appointment to the position in a Trainee capacity at an adjusted salary.

**Conditions of Employment:**

- Criminal Record Check
- Oath of Confidentiality
- Oath of Intoxicants
- Willing to occasionally work overtime as required

**For more information, please contact Judy Chen, Director of Finance.**

**Please submit application/resume to Val at Reception.**