



*Mamowe Opikihawasowin
Tribal Chief Child and Family Services
Job Description*

JOB TITLE: Junior Accounts clerk

POSITION SUMMARY:

Mamowe Opikihawasowin TCCFS West Society is hiring a Junior Accounts Clerk for the Post Majority Support Services (PMSS), a new program that will provide individualized support to young people ages 16-26, as they prepare for independence. Reporting to the Finance Manger the Junior Accounts Clerk will be responsible to assist the PMSS program designed to support First Nations youth and young people and will be based in Whitefish/Goodfish #128 Lake head office. The Junior Accounts Clerk must be able to navigate, collaborate and maintain working relationships in a coordination of services with a team of colleagues, First Nations, governments, and communities within the Treaty 6 area. The incumbent is responsible for assisting in the preparation of spreadsheets for budgets and any other duties as assigned by the Finance Manager.

DUTIES AND RESPONSIBILITIES:

- Assists in the preparation of monthly reports for presentation to the Board of Directors
- Assists in the preparation of operational plans and business plans for Board approval
- Data entry of accounts payable and payroll services as needed
- Generate records of employment, T4's, payroll remittance, and additional financial reporting
- Assistance administering employee group benefits and pension programs
- Employee financial file maintenance
- Continuation and upkeep of all finance correspondence
- Responsible for all financial administrative tasks
- Regular consultation and review with the Finance Manager



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Skills and Knowledge:

- ↔ ability to manage basic office responsibilities
- ↔ ability to prioritize responsibilities
- ↔ have excellent oral and written communication skills
- ↔ must have excellent organizational and time management skills
- ↔ ability to maintain a high level of professionalism and discretion
- ↔ ability to work independently and as part of a team
- ↔ Must be honest, dependable, creative and a self-starter
- ↔ Must work independently without supervision

Qualifications:

- ❖ **Diploma in accounting, Finance, Economics or related field; a combination of training and experience will be considered.**
- ❖ **A minimum of two years of experience in finance and administration.**
- ❖ **Two years of experience with computerized accounting programs, e.g. Saje.**
- ❖ **Applied knowledge of financial and accounting legislation, policies, and procedures.**

The Salary range: Salary to commensurate with qualifications and experience

Closing Date: January 25, 2024 at 4:30p.m.

Please fax, mail or email resume in confidence to:

Mamowe Opikihawasowin Tribal Chiefs Child and Family Services West Society Attention; Rhoda Jackson Box 275 Goodfish Lake, Alberta T0A 1R0 Phone: 780-614-7622 Fax: 780-645-6647 Email: doreen.jackson@dfna.alberta.ca
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We appreciate the interest of all applicants; however we will contact only those selected for interviews.