



WOODLAND CREE FIRST NATION

General Delivery, Cadotte Lake, Alberta, T0H 0N0

Phone: 780-629-3803 Fax: 780-629-3865

Toll Free: 1-800-465-8029

EMPLOYMENT OPPORTUNITY FULL-TIME FINANCE CLERK

Job Title: Finance Clerk

Location: Woodland Cree First Nation, Alberta

Employment Type: Full-Time

Department: Finance

Reports To: Finance Manager

Position Summary:

The Woodland Cree First Nation is seeking a detail-oriented and reliable Finance Clerk to join our Finance Department. The successful candidate will assist in the day-to-day financial operations, including accounts payable and receivable, data entry, financial record keeping, and reporting. This role plays a vital part in ensuring the accurate and efficient handling of financial information to support the Nation's programs and services.

Key Responsibilities:

- Perform data entry for accounts payable and accounts receivable
- Process invoices, purchase orders, cheques, and other financial documents
- Reconcile bank statements and maintain up-to-date financial records
- Assist in preparing monthly, quarterly, and year-end financial reports
- Maintain organized and confidential financial filing systems
- Support audit preparation and respond to auditor inquiries as needed
- Track and monitor budget expenditures for various programs
- Assist in payroll processing and employee benefits administration when required
- Ensure compliance with financial policies and funding agreement requirements
- Provide administrative support to the Finance Manager and department as needed

Qualifications:

- High school diploma required, post-secondary education in accounting, finance, or related field preferred
- 1–3 years of relevant experience in a finance or accounting office
- Proficiency in Microsoft Office, especially Excel; experience with QuickBooks or other accounting software is an asset

- Strong attention to detail and organizational skills
- Ability to handle sensitive information with discretion and confidentiality
- Excellent communication and interpersonal skills
- Knowledge of Indigenous communities, culture, and funding processes considered an asset

Conditions of Employment:

- Must submit to and pass a Criminal Record Check and Vulnerable Sector Check
- Valid Class 5 Driver's License and reliable transportation
- Proof of education and certifications required upon offer of employment

The position will remain open until a suitable candidate is found.

Please send your Resume, current clear Criminal Record check and a cover letter to:

Ashley Furlong, Human Resources/ Kindy Kramer, Director of Executive Services

General Delivery Cadotte Lake, AB T0H 0N0

Email: hr@woodlandcree.net

CC: kindy@woodlandcree.net

Fax: (780) 629-3865