



Ochapowace Nation #71

Employment Opportunity

Ochapowace Nation is now accepting resumes for the following position:

POSITION:	Internal Auditing Clerk
DEPARTMENT:	Finance and Administration
CLASSIFICATION:	Negotiable
SALARY:	Commensurate with Qualifications

JOB SUMMARY: The Internal Auditing Clerk is a support position in the Finance Department and is supervised on a daily basis by the Director of Finance and Administration., with overall accountability to the Director of Operations. The Internal Auditing clerk will be responsible for maintaining an accurate record of all business transactions and data entry. To prepare and monitor monthly and quarterly financial reports as required. To ensure the general accounting system is current and up to date by applying generally accepted accounting principals related to budgeting, cost control, payroll, accounts receivable, accounts payable, general ledger and bank reconciliations.

QUALIFICATIONS:

- Must have degree in Business Administration with a major in finance or accounting or an accounting certificate from a recognized technical institute with at least three (3) year of practical experience in the field;
- Possess effective office procedures, techniques, and data processing skills;
- Knowledge of First Nation Government Operations and previous experience working with First Nations would be a definite asset;
- Ability to work under pressure to meet deadlines and take direction and work with minimum supervision;
- Operate a PC computer and be familiar with financial software; such as Quick books or ACCPAC.
- Must have the ability to understand, interpret and apply reporting requirements as outlined in Agreements or leases;
- Sound analytical thinking with strong organizational and problem-solving skills.
- Must be bondable.

FORWARD resumes with three (3) **REFERENCES** to the following:

**Human Resource Department
Ochapowace Nation
P.O. Box 550
Whitewood, Saskatchewan
S0G 5C0**

Tel: (306) 696-2425/Fax: (306) 696-2426

eunice.tanner@ochapowace.ca

DEADLINE for resumes shall be **NOT LATER** than: 4:30 p.m., February 28, 2017

Only those selected for an interview will be contacted.

A current Criminal Record Check (CRC) and a Drug Screen is required at the time of interview.