



JOB OPPORTUNITY

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Administration And Finance

Ochapowace Nation – Job Posting

Position: **FINANCE TECHNICIAN 4**

Status: Permanent /Full time

JOB SUMMARY: The Finance Technician 4 will report to the Director of Administration. This position is responsible for providing technical support within the Finance department in all booking keeping aspects including but not limited to accounts payable support and procurement for the following business entities; Ochapowace Nation.

DUTIES AND RESPONSIBILITIES

- Process accounts payable requisitions and purchase order requests
- Assist with audit preparation
- Prepare and maintain yearly GST/PST remittances
- Able to handle employee/vendor/department queries to billing accounts to reconcile statements
- Maintain, reconcile and monitor program advance agreements
- Identify issues and errors, investigating discrepancies and reporting them to supervisor
- Review and prepare purchase requests to ensure quality, suitability, and quantity of materials, supplies, and equipment
- Contribute to the establishment of Purchasing best practices and policies
- Attend community events and contribute to Ochapowace Nation's mandate of being a **Unified, Proud, and Prosperous Nation**.

CORE COMPETENCIES & PERSONAL CHARACTERISTICS

- Honesty, integrity, confidentiality, and high ethical standards to foster effective business practices
- Displays enthusiasm, drive, and passion while maintaining a high level of productivity
- Expresses ideas and conveys information effectively
- Understands the importance of quality being courteous and helpful
- Works collaboratively with team members to achieve a common goal
- Takes responsibility, sets goals and track progress against those goals, highly organized while using personal judgment and decision making
- Effectively manages multiple assignments and the ability to adapt to changing priorities
- Pays close attention to detail and ensures work and information is complete and thorough

A Criminal Record Check (Vulnerable Sector) and a clear drug screen is required for this position.

Selection Process: *Preference will be given to Ochapowace Nation members. Only those selected for an interview will be contacted.*

Application Deadline: December 12, 2024 @ 4:30 p.m.

Please send your resume and cover letter, with three (3) references to:

hr@ochapowace.ca