



**CARCROSS TAGISH  
FIRST NATION**

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[www.CTFN.ca](http://www.CTFN.ca)

# Employment Opportunity



<b>Job Title:</b>	<b>#25-001 Finance Clerk</b>
<b>Department:</b>	Finance
<b>Status:</b>	Permanent, Full-Time
<b>Salary:</b>	C/TFN Wage Scale Level 5-9 (\$27.92 - \$43.63/hr)
<b>Closing Date:</b>	Open until filled

This posting is to fill one (1) permanent full-time position. This is an until-filled competition. Candidates are encouraged not to delay submitting their application as this posting can close at anytime. Resumes will be regularly screened until the position is filled or the competition closes, whichever is earliest.

We encourage all qualified candidates to apply. However, preference will be given to C/TFN Citizens, associate members and Indigenous candidates.

## **Carcross/Tagish First Nation Mission Statement**

The Carcross/Tagish First Nation is mandated to protect the environment, health and wellness, education and aboriginal rights of our citizens; to continue to preserve to protect our culture, traditions, and languages; to protect and develop our natural resources and strengthen our economy and the Carcross/Tagish First Nation government for our future generations.

## **Your Role**

Reporting to the Finance Manager, the Finance Clerk plays a key role in supporting the C/TFN Finance Team by assisting with accounts receivable, accounts payable, and various administrative functions. Key responsibilities include ensuring timely and accurate processing of payments for goods and services provided. Additionally, as needed, contributing to the overall efficiency of the department.

For more information on this job, please contact our Matthias Liniger, Senior Finance Manager at [matthias.liniger@ctfn.ca](mailto:matthias.liniger@ctfn.ca)

For more information about the recruitment process, please contact Erica Couch, Human Resources Consultant at [erica.couch@ctfn.ca](mailto:erica.couch@ctfn.ca)

## **Your benefits**

We are pleased to offer a comprehensive benefits package that includes competitive salaries, and ample job opportunities for professional growth. In addition, we provide a gas stipend for those who live more than 25km from Carcross, and contributions to RRSP's, ensuring that you are supported both professionally and personally.

## **Duties and Responsibilities**

- Assists Accounts Receivable Administrator to reconcile accounts and answer queries from customers regarding their statements and/or invoices
- Assists with recording receipts and preparing documents
- Prepares statements for regular mail out to customers
- Assists with the monthly bank reconciliation
- Assistant Accounts Payable Administrator to reconcile accounts and answer queries from vendors regarding their statements, invoice and payments processed
- Assists in tracking of purchase orders and cheque requisitions
- Assist with data entry of invoices ensuring approvals and cost centres are correct and follows C/TFN Policy and authorization levels
- Assist with tracking of contracts and reconciling of payments against contract amounts
- Assists Contribution Agreement and Contract Administrator of any issues or concerns
- Other related duties

## **Essential Qualifications**

Please submit your resume, clearly highlighting how you meet the qualifications outlined below. Candidates selected for further consideration will be based solely on the information provided in your resume.

- Post-secondary certificate or diploma in Accounting, Finance, or Business Administration, or equivalent experience.

#### Desired Knowledge, Skills & Suitability

- Knowledge of computerized accounting spreadsheets and word-processing programs and Microsoft Office Suite of applications with proficiency in Excel
- Previous experience reconciling and entering bank transaction is considered an asset
- Excellent analytical and problem-solving skills
- Knowledge of C/TFN history, culture, demographics, goals and aspirations
- Ability to work effectively and efficiently, both independently or as part of a team
- Strong decision-making skills, including good judgment
- Able to handle stress while meeting deadlines and handling heavy workloads
- Strong time management, organization and prioritization skills
- Good oral, listening, writing and electronic communication skills
- Ability to enforce policy with tact and diplomacy
- Ability to maintain confidentiality
- Ability to pursue collection action on account through respected departments

#### Conditions of Employment

- Post Secondary certificate or diploma in accounting, finance, or business administration.

There will be no relocation assistance associated with this position.

Please email your resume to [Erica.couch@ctfn.ca](mailto:Erica.couch@ctfn.ca) with the competition number and title in the subject line of your email.