



**SWEETGRASS  
FIRST NATION**

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## **Finance Clerk**

### **Full-Time Permanent Position**

#### **About the Role**

Sweetgrass First Nation is seeking a detail-oriented and motivated Finance Clerk to join our Finance team. Reporting to the Director of Operations, this position will play a key role in supporting day-to-day financial operations, including accounts payable, data entry, reconciliations, and payroll support.

This is an excellent opportunity for someone who enjoys working with numbers, is highly organized, and wants to contribute to a collaborative and supportive team environment.

#### **Key Responsibilities**

- Process invoices, statements, cheque requests, and purchase orders.
- Ensure all transactions are properly coded, authorized, and supported by documentation.
- Assist with vendor reconciliations, month-end processes, and year-end audit preparation.
- Enter financial data into QuickBooks, including accounts payable, journal entries, and cash receipts.
- Prepare and process cheque runs, ensuring accuracy, proper authorization, and timely distribution.
- Maintain filing systems for easy retrieval of finance records.
- Support payroll functions and maintain leave records.
- Assist with travel arrangements, bookings, and other finance department support as needed.
- Provide coverage for other finance staff during absences.

#### **Qualifications**

- Grade 12 diploma (or equivalent) required.
- Post-secondary education in accounting, administration, or commerce (certificate or diploma an asset).
- Minimum 2 years' experience in a finance or accounting role.
- Proficiency with QuickBooks and Microsoft Office Suite.
- Experience working in First Nation accounting.
- Experience working for First Nations organizations is an asset.
- Strong organizational skills, accuracy, and ability to meet deadlines.

#### **Requirements**

- CPIC (Criminal Record Check) and Vulnerable Sector Check.

#### **Why Join Us?**

- Be part of a supportive team helping to strengthen financial operations.
- Opportunity to gain hands-on experience in multiple areas of finance.
- Competitive compensation and benefits package.

#### **How to Apply**

Please submit your **resume, cover letter, and CPIC** to: [kathy@morrisinteractive.ca](mailto:kathy@morrisinteractive.ca)

**Closing Date:** September 19, 2025 or *Open until filled.*