

BIG RIVER FIRST NATION

Box 519, Debden | Saskatchewan S0J 0S0

Telephone: (306) 724-4700 | Fax: (306) 724-2161



The Big River First Nation is searching for a Finance Assistant to join our team.

Finance Assistant will assist with the day-to-day management of our financial transactions and procedures. You should be familiar with daily financial transactions, invoicing, and financial statements. Our ideal candidate demonstrates interest in managing accounting activities, including bank and credit card reconciliations, accounts payable, and accounts receivable. You should also have excellent organizational skills, be detail-oriented and be able to handle time-sensitive tasks.

Apply by: Open until filled

Reports to: CFO

Duties and responsibilities:

- Keep accurate records for all daily transactions
- Prepare reports to be submitted to Indigenous Services Canada
- Prepare budgets for all programs within the Nation
- Reconcile bank and credit card statements
- Participate in financial audits
- Review and implement financial policies
- Any other related duties as requested

Requirements and Skills

- Post-Secondary in Accounting or Business Administration
- Knowledge of ISC Prevention and required reporting
- Excellent analytical and problem-solving skills
- Strong attention to detail and ability to prioritize tasks
- Strong organizational and planning skills
- Strong work ethics, with an ability to manage confidential data
- Ability to work independently and in a team environment
- Possess a good understanding of accounting principles and possess basic accounting skills
- Experience using Xyntax is considered an asset
- Advanced MS Excel skills
- A minimum of 2 years of relevant experience or an accounting diploma, or equivalent bookkeeping experience

Interested applicants can apply by submitting a resume with references to hr@brfn.ca, by Fax attn: Human Resources to (306) 724-2161. To apply in person, drop off resume and cover letter to the BRFN Band Office (306) 724-4700.

For more information, Please Contact;

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