



# KTC Child & Family Services

## Finance Clerk



### Summary:

Reporting to the Senior Finance Officer, provide financial assistance and support, including all accounting data entry, ensures financial personnel files are maintained and assists and supports the Finance Officer with program and office related activities for the Child & Family Services Program.

### Duties:

- Provides financial services and support by maintaining a complete and accurate filing system. Data Entries in Accounts Receivable, Accounts Payable, DCI Invoices for reporting to Indigenous Services Canada (ISC) and the Province of Alberta. Completes applications and cancellations for Children's Special Allowances.
- Maintains the financial and other related administrative filing and support by working closely with the Finance Officer to ensure that all reporting requirements are met for the Federal and Provincial Governments.

### Knowledge & Skills:

**Education:** Diploma in Office/Admin Tech Administration or related field such as Accounting/Business Administration is an asset. Must possess a minimum standard of five years' experience in accounting and data entry.

**Skills & Experience:** sound understanding of accounting principles and management information requirements; proficiency in computer based accounting systems (QuickBooks), Excel spreadsheet and MS Word processing software programs; strong communication (verbal and written), planning and organizational skills; ability to work as a team member, understanding and experience with First Nations' programs and organizations and with Federal and Provincial funding sources. A basic knowledge of Provincial child & family services legislation, regulations, policies and procedures.

**Additional requirements:** current & valid Alberta driver's license; own vehicle or access to vehicle with \$2M auto liability insurance (when required to use own vehicle); Please submit Intervention Record Check and Canadian Police Information Centre (CPIC) clearances with resume; submit to oath of confidentiality; personal telephone or access to telephone; current first aid certificate (note: training provided if required); be willing to adhere to agency drug & alcohol policy; ability to speak and/or understand the Cree language a strong asset. Alcohol and drug testing pre-screening will apply.

**Salary will be based on academic & professional qualifications**  
**Closing date for applications November 1<sup>st</sup>, 2019 @ 4:30pm**

**Please forward to:** **KTC Child & Family Services**  
**Box 279 – Red Earth Creek, AB T0G 1X0 (780) 767-2116**  
**[careers@ktccfs.ca](mailto:careers@ktccfs.ca) Fax: (780) 767-2120**

**We thank all candidates for their interest; however, only individuals selected for an interview will be contacted. Please note telephone/Skype interviews will not be accepted.**

**- [www.ktccfs.com](http://www.ktccfs.com) -**

