THE GOVERNMENT

Métis Nation—Saskatchewan (MN-S) represents the political, socio-economic, cultural and educational interests of the province's some 80,000 Métis citizens through a representative system based on 12 regions and approximately 130 Locals under a Constitution enacted in 1993.

The governance structure includes an Executive of four and a Cabinet—the Provincial Métis Council—which is composed of the four-member executive, as well as elected officials from the 12 regions and appointees for women and youth.

MN-S was incorporated in 2000 and since then has worked towards implementing Métis self-government through litigation and strategic partnerships with government. Métis Nation – Saskatchewan represents Métis citizens living in Saskatchewan. As such, the MN-S strives for the political, legal and constitutional recognition and guarantee of the rights of its People, including the right to a land and resource base, self-government and self-government institutions.

The MN-S exists in part to represent and work for Métis people in their quest for equitable, socioeconomic development within the province of Saskatchewan. This includes but is not limited to:

- Advocating on behalf of Métis citizens
- Entering into agreements with industry and the federal and provincial governments
- Accessing resources to carry out projects and activities
- Acting as the administrative body for its citizenry
- Promoting health & well-being, housing, education, and governance initiatives.

The role of Métis citizens in governance is to establish, amend and enforce the Métis Nation of Saskatchewan Constitution, to organize Métis citizens in their respective communities, and to participate in nation-building in a good way.

POSITION TITLE: Finance Assistant

DEPARTMENT: Finance

LOCATION: Saskatoon

ACCOUNTABLE TO: Chief Financial Officer

TERM: Full Time (Under Review)

Brief Overview:

Key Attributes

- Positive and professional demeanor
- Embraces challenges and areas of rapid growth
- Resiliency in dealing with changing schedules, timelines and financial priorities
- Adaptive to environmental or governmental priority shifts

Key Responsibilities:

Under the direction of the Chief Financial Officer, the Finance Assistant will support the Chief Financial Officer to undertake and complete the following core functions of the Finance Department:

Payroll & Travel Claims

- Payroll -Reconciling the insurance provider statements and ensuring accurate deductions.
- Coordinate with Office Manager to process staff, executives, PMC and regional presidents travel claims

Accounting

- Accounts Receivables & Payables- Invoices entry, cheques payments, receipts and deposits
- Corporate credit card reconciliation and ensure to get receipts and record expenses to rights accounts.
- Bank reconciliations - perform bank reconciliations for all MN-S's bank accounts
- GL accounts reconciliations – responsible for reconciling specific GL accounts on a monthly basis including other accounts receivable, debit/credit/visa receipt, etc.
- Year-end audit - assist with interim and year-end audit such as preparing audit working papers related to payroll and revenue reconciliations, year-end accruals, other GL reconciliations
- Online bill payments - responsible to process online bill payments such as utility bills, etc.
- Annual budget – Enter budget in GL and maintain budgets accounts.
- Corporate cell phone - manage the corporate cell phone contracts including assist cell phone holders with any issues that may arise
- Additional duties as assigned by the Chief Executive Officer and Chief Financial Officer relating to accounting, finance or payroll

Qualifications:

- Diploma or University Degree in business/finance or equivalent preferred with a minimum of three (3) years experience in a bookkeeping and payroll role.

Skills:

- Knowledge of Métis Nation culture, history, and tradition
- Knowledge of the Michif language would be an asset
- Knowledge and understanding of an Indigenous workplace and the interpersonal skills needed to support Métis citizens would be an asset
- Demonstrated strategic thinking, budget development, financial skills
- Excellent research, analytical, problem-solving and strategic planning skills
- Knowledge and/or experience in managing the INAC Funding program and completing reports as required to funding agencies
- Proficiency in Microsoft Excel and Sage 300 software
- Professional work ethic, exercising good judgment, tact, and initiative
- Ability to work under pressure and successfully meet deadlines
- Adapts easily to changing priorities (flexibility is essential)
- Works both independently and cooperatively as part of a team

- Demonstrates proven attention to detail in a consistently accurate, fast and efficient manner
- Excellent verbal and written communication
- Ability to successfully meet new challenges in a demanding and dynamic environment
- Willingness to work flexible hours and may include evenings and weekends as required

Required:

- Must undergo a Criminal Record and Vulnerable Sector Check
- Valid Saskatchewan driver's license and reliable transportation
- Must have completed or willing to complete CPR certification

Remuneration for this position is $40,000 to $55,000 per annum.

Please apply by sending your cover letter, resume and salary expectations to Métis Nation – Saskatchewan. Email the documents to hr@mns.work. With respect, only those applicants that will be interviewed will be contacted.