



CONFEDERACY OF TREATY NO. 6 FIRST NATIONS

SUB - OFFICE:
17816 118 AVE
EDMONTON, AB T5S 2W3
TEL: (780) 944-0334 - FAX: (780) 944-0346
WWW.TREATYSIX.ORG

Employment Opportunity

Finance Clerk

Full-Time Term contract- 12 months

Pay Range: \$37,000.00-\$59,000.00

Competition No: CT6FN-26-05

The Confederacy of Treaty Six First Nations (CT6FN) is a non-profit Political and Treaty Organization (PTO) that has been mandated by the Chiefs and Elders of Treaty No. 6 to advocate, protect, and enhance Treaty rights by monitoring legislation and policies that affect Treaty rights.

Reporting to the Director of Corporate Services/CFO, the **Finance Clerk** provides financial and administrative support to ensure the accurate and timely processing of accounts payable, accounts receivable, and payroll. This position requires strong organizational skills, attention to detail, and the ability to multitask effectively while maintaining a professional and positive demeanor.

This opportunity offers the following incentives:

- Competitive Salary
- Group Benefits - Extend Health, Dental, and Life.
- Pension Plan.
- Employee engagement events.

Responsibilities

- Accounts payable:
 - Verify accuracy and ensure that all accounts payable invoices and requisitions are properly authorized and approved.
 - Input payment documents into the financial system, ensuring accuracy and appropriate use of the account number structure.
 - Prepare and process payments via EFT, cheque, or other approved methods in accordance with organizational payment schedules. Maintain an accurate and up-to-date accounts payable filing system.
 - Prepare all journal entries for auto payments, internal allocations, adjustments and year-end accruals in a timely manner to ensure accuracy of the financial system.
 - Assist in tracking and processing employee reimbursements, credit card reconciliations, and travel-related expenses.
 - Maintain organized, secure, and up-to-date AP records, both electronically and physically, in line with audit and compliance requirements.
 - Ensure all payments and processes follow internal financial policies and procedures, funding agreements, and applicable government regulations.
 - Maintain an accurate and up-to-date filing system.
- Accounts receivable:
 - Prepare and issue accurate and timely invoices for services, programs, grants, and other.
 - Monitor incoming payments and apply them to the appropriate accounts.
 - Follow up on outstanding or overdue payments in a respectful and professional manner.

- Receivables in accordance with funding agreements and contracts.
- Maintain detailed and organized AR files and documentation for audit, compliance, and reporting purposes.
- Ensure AR information is accurately maintained in the accounting system and support process improvements for efficiency and accuracy.
- Payroll:
 - Assist in processing bi-weekly or monthly payroll for all employees in accordance with organizational policies and provincial/federal regulations.
 - Collect, verify, and input employee timesheets and leave requests.
 - Ensure accurate setup and maintenance of employee payroll records (new hires, terminations, salary adjustments, etc.).
 - Respond to payroll-related questions from staff in a timely, respectful, and confidential manner.
 - Assist in preparing Records of Employment (ROEs), T4S, and other year-end documents.
 - Maintain payroll filing systems and ensure all information is securely stored.
 - Participate in audits and provide documentation as needed.
 - Uphold confidentiality, privacy, and security protocols at all times.

Education, Qualifications, and Work Experience

- Certificate or diploma in Payroll Administration, Accounting, or a related field.
- Equivalencies may be considered based on one year of experience for one year of education or one year of education for one year of experience.
- 1–2 years of experience in a payroll or finance support role, preferably in a non-profit or Indigenous organization.
- Working knowledge of Canadian payroll regulations and employment standards.
- Proficiency in payroll systems (e.g., Sage).
- Excellent attention to detail and numerical accuracy.
- Ability to handle confidential information with discretion.
- Familiarity with Indigenous communities, cultures, or governance is an asset.
- Demonstrated flexibility and the ability to work in a fast-paced, challenging environment.
- The ability to communicate in one of the affiliated First Nations of the Confederacy (Cree, Nakoda, Dene, Saulteaux) is a definite asset.
- Preference will be given to Treaty Six First Nation Members.

Condition of Employment

- Clear Criminal Records
- Intervention Record Check.
- Valid driver's license.
- Reliable transportation and the ability to travel overnight as necessary.

Competition Deadline and Details

Competition Deadline:

May 6th, 2026, 4:30 pm MST

Please email your Cover letter and resume to:

Email Employeerelations@treatysix.org.

Fax Resumes: 780-944-0346

Confederacy of Treaty Six is an equal opportunity employer. We celebrate diversity and encourage applications from all qualified individuals. The personal information submitted pursuant to this advertisement will be utilized for this Employment Opportunity only and is subject to compliance with the Freedom of Information and Protection of Privacy Act.

Applicants are thanked in advance for their interest; however, only those selected for an interview will be contacted.

