



MUSKODAY FIRST NATION

Employment Opportunity

Casual Finance Clerk

Reports To:

MFN Chief Financial Officer

Job Summary:

The Casual Finance Clerk, under the direction of the MFN Chief Financial Officer, will primarily be responsible for providing timely data entry for accounts receivable and payables and achieving reporting deadlines.

Competencies:

Accountability	Attention to Detail
Communication	Cooperation
Decision making and Judgment	Organization
Professionalism	Time Management

Duties

- Maintain an accurate and complete trail of supporting documentation for all activities.
- Act as the first line contact with vendors or clients regarding billing problems.
- Advise on the content and accuracy of financial reporting.
- Ensure that all month-end financial duties and resulting financial reporting is completed in a timely and accurate manner.
- Record all business transactions, process accruals and adjustments, reconcile accounts, and prepare monthly, quarterly, and annual accounting and financial statements.
- Maintain year-end working papers and spreadsheets and assist with preparation for any internal or external audits or independent reviews being conducted.
- Prepare bank reconciliations.
- Process and enter invoices for payment, match invoices with purchase orders, and check for accuracy.
- Accounts receivable and payables on a timely manner.
- Ensure all funding reporting requirements are met.
- Organize filing of all appropriate documents.
- Prepare monthly submissions for accounting and monthly remittances.

Requirements

- Experience working with the program is Sage Intact and Payworks.
- Three years of current experience in a finance position.
- Degree or diploma in business, finance, accounting, or a related field.

Requirements continued:

- Knowledge of accepted accounting rules, practices, tax laws, and reporting requirements.
- Ability to read, understand, and calculate financial figures such as discounts, interest rates, proportions, percentages, and taxes.
- Basic knowledge of accounting systems (particularly Sage 50 and Sage Intacct), Payworks, budgets, and internal controls.
- Meticulous with numbers.
- Demonstrated time management skills.
- Ability to prioritize and manage conflicting demands.
- High level of integrity and excellent work ethic.
- Ability to work individually as well as part of a team.

Work Conditions

- Casual Call-in work
- Salary range \$47,000 - \$52,000/year - dependent on experience and education.
- Interaction with customers/clients and the public at large.
- Extended periods of sitting.
- Operation of desktop computer.
- Working in a busy office environment with frequent interruptions.

Location

Muskoday First Nation is located 25 kilometers south on Hwy3 East, from Prince Albert SK.

Application Process

Posting Ends: September 12, 2026

- Please include a clear cover letter describing how you have demonstrated your skills working with communities, families, and youth.
- Detailed resume outlining your experience.
- Please include 3 professional references.

Apply through Email

in confidence to Muskoday First Nation Human Resources Department at

[**resume@muskodayfn.ca**](mailto:resume@muskodayfn.ca)

- ❖ Muskoday First Nation appreciates the interest of all applicants; however, only those selected for an interview will be contacted.
- ❖ Late applications will not be accepted.