One Arrow First Nation-Education Department
Box 189
Bellevue, Sask.
S0K 3Y0
PH: (306)423-5482 FAX: (306) 423-5660

EMPLOYMENT OPPORTUNITY

The OAFN Education Department are accepting applications for a Finance Secretary. This person will be working out of the OAFN Education Office on the One Arrow First Nation.

A Financial Secretary is responsible for managing and overseeing an organization's financial records, transactions and reporting. Other duties will be assigned by the Director of Education, in regards to some secretarial duties. Familiarity with accounting software like Quickbooks, Microsoft Excel, and financial management systems is typically required. Excellent organizational skills, discretion, and clear communication help build trust and maintain accurate records.

Resumes and three Professional References are required and a clear CPIC, and a Vulnerable Sector Check.

This position provides support to Director of Education, Supervisors and Coordinators in the Education Department. The successful candidate will work under the direct supervision of the Director of Education.

Please forward your application/resume to:

Candace Scott
(639) 470-9195 (w) or (306) 467-7030)
Director of Education
One Arrow First Nation
P.O. Box 158
One Arrow First Nation, SK
S0K – 5C0
Email: candace.scott@almightyvoice-education.org
Drop off resumes at: OAFN Education Building (behind AEC)

Deadline for applications is: November 10, 2026 (3:00pm)