



SASKATCHEWAN ABORIGINAL LAND TECHNICIANS

JOB POSTING

Position Title: Finance Clerk

The Saskatchewan Aboriginal Land Technicians (SALT) is a provincially registered not-for-profit organization that is Aboriginal-controlled, community-based, and membership-driven dedicated to raising professional capacity in First Nation land management.

SALT is a not-for-profit organization of committed First Nations in Saskatchewan who are actively networking towards the enhancement of professional development and technical expertise in land management issues.

SALT is committed to providing networking, peer support and training opportunities for First Nation Land Managers in Saskatchewan.

Description

Reporting directly to the Executive Director, prepare and process bills, invoices, accounts payable and receivable, budgets and other financial records according to established procedures.

Work week duration

Work hours will be 40 hours per week. 9 a.m. - 5:00 p.m.
Office is located at 112-335 Packham Ave. Saskatoon, Sk.

Duties and responsibilities

Job duties:

- Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems.
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system.
- Compile budget data and documents based on estimated revenues and expenses and previous budgets.
- Prepare period or cost statements or reports.
- Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists.
- Respond to inquiries, maintain good relations and solve problems.
- Perform related clerical duties, such as word processing, maintaining filing and record systems, and photocopying.

Financial Management:

1. Compile financial information to assist the SALT Board in preparing the annual budget.
2. Ongoing promotion of the mission and vision statements, seeking funding and supporting opportunities including, but not limited to, grant applications, fundraising events and sponsorship programs. This includes negotiating and developing contracts with partners and sponsors on behalf of SALT and marketing the organization to current and potential supporters.
3. Ensure projections are available for all planned activities in the annual work plan.
4. Monitor all program budgets and expenditures and report potential variances to SALT Board.
5. Ensure program invoices, receipts, deposits, and travel claims are accurately and efficiently processed according to SALT policies and procedures in accordance with generally accepted accounting principles (GAAP).
6. Prepare funding applications and proposals that enhance the benefits, services and/or operations of SALT.

Physical Demands

Sitting and making repetitive motions

Work Environment

Work is generally performed in an office setting; regular and task-specific meetings with stakeholders and partners may occur in major urban locations, mid-size regional cities and in urban or remote First Nation locations. Travel across Canada may be required. Hours of work will vary as required and will include occasional weekends and evenings.

Employment requirements

- Completion of secondary school is usually required.
- Completion of college or other courses certified by the Certified General Accountants Association of Canada, Canadian Securities Institute or Canadian Bookkeepers Association may be required.
- Experience is necessary.
- Must be bondable.

Knowledge

1. Knowledge of all federal and provincial legislation including:
 - employment standards, human rights, occupational health and safety, non-profit organizations, privacy and freedom of information, etc.
2. Knowledge of current challenges and opportunities relating to the mission of SALT and National Aboriginal Land Managers Association.
3. Knowledge of human resources management, financial management, information technology and project management.
4. Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations.
5. Knowledge of First Nation land management issues and challenges.

Salary

Based on experience

Employment Type

Commencement of full-time employment as soon as possible.

Closing Date: March 14, 2025.

This position requires a high-level of confidentiality, and a recent qualified Canadian Police Information Centre (CPIC) check.

How to Apply: Email the following:

1. Cover Letter
2. Resume
3. Include references

Please Send To: info@salt-sk.ca

Individuals of First Nations ancestry are encouraged to apply. Only those selected for an interview will be contacted.