



File Hills Qu'Appelle Tribal Council

Invites applications for the position of

Finance Clerk, ANHH **Temporary Full Time**

The File Hills Qu'Appelle Tribal Council is a dynamic and progressive organization that provides a range of programs and health services to serve the eleven First Nations throughout Southern Saskatchewan within the Treaty Four Territory. Based out of the All Nations Healing Hospital, the Finance Clerk will work as part of a multi-disciplinary team.

Under the direction of the Executive Director of ANHH, or her designate, the Finance Clerk performs a variety of general and advanced accounting duties including accounts payable/receivable, assist with payroll functions, and provide occasional support to programs across the facility.

RESPONSIBILITIES:

- Maintains accurate records of financial transactions for accounts payable and accounts receivable, reconciliation of vendor account statements, budget preparation, etc.
- Assists with payroll functions (provides back up to payroll)
- Assists with tracking capital assets, allocating prepayments and accruals, reconciling general ledger accounts/banks statements, closing month/year end accounts, preparing schedules for audit and year end operations, and preparing and monitoring cash flow projections.

QUALIFICATIONS:

- Diploma in Administration/Accounting and/or combined experience
- Proficient knowledge in Sage 300
- Knowledge and experience in the interpretation of collective agreements
- Experience working with 3sHealth payroll and benefits system would be an asset
- Proficient working knowledge of various software programs (i.e. Word, Excel, Access)
- Ability to learn new skills
- Dependability and demonstrated ability to work in a confidential environment
- Interpersonal, organizational and communication skills
- Demonstrated knowledge and respect of, and ability to work within First Nations Traditional and Spiritual Institutes
- Clean CPIC and valid class 5 drivers license

Hours of Work: Monday to Friday 8:30 am to 4:30 pm (7.5 hrs. /day)

Rate of Pay: \$57,217 to \$61,761
Competitive Health and Pension Plan

Closing Date: **December 10, 2025**

All interested individuals should forward a cover letter clearly demonstrating how they meet the requirements of this position, a current resume and three references to:

Human Resources, FHQTC Health Services
P.O. Box 300

Fort Qu'Appelle, SK. S0G 1S0

Fax: 306-332-3790 E-mail: hr.anhh@fhqtc.com

We thank all applicants for applying. Only those applicants selected for an interview will be contacted.