

## **Kee Tas Kee Now Tribal Council Education Authority**

## FINANCE CLERK

Walk with us on our journey towards Excellence in Indigenous Education. Kee Tas Kee Now Tribal Council Education Authority (KTCEA) serves six schools in five First Nation communities in Northern Alberta. KTCEA was created as a result of the vision of KTC leadership and Elders to provide a high quality, safe, and effective education system designed by Cree people to serve the needs of Cree students. Our programs and services reflect the unique Cree Language and Identity of the KTC Nations. Our diverse workforce provides education to students from Kindergarten through Grade 12

Position:	Finance Clerk	Job ID #:	KTCEA.2025.10
Employment Status:	Permanent, Full-time	Closing Date:	Sep 26, 2025
Location:	Central Office	Annual Salary:	\$36,894.00 to \$44,798.00 pending education
Job Description:	Reporting to the Accounts Coordinator, the Finance Clerk is responsible for ensuring financial data is entered in a timely and accurate manner		
Qualifications:	<ul> <li>Grade 12 completion and a minimum three (3) years' data entry and experience processing Accounts Payable preferred. Equivalent combinations of education/training and experience will be considered</li> <li>Solid understanding of the Accounts Payable and Receivable process from beginning to end</li> <li>Fluency in Cree an asset</li> <li>A demonstrated knowledge and understanding of First Nations culture, organizations, and communities</li> <li>Prior experience using accounting software with experience using the Atrieve system an asset</li> <li>Good interpersonal skills</li> <li>Good written and verbal communication skills</li> <li>Accuracy and attention to detail</li> <li>Ability to meet deadlines</li> <li>Good organizational and time management skills</li> <li>Proficiency in Google Suite, Word, Excel, PowerPoint and other applications as required by the role</li> <li>Possession of a valid Alberta Driver's License and ability to travel</li> </ul>		
Conditions of Employment:	RCMP/Police Criminal Record Check with Vulnerable Sector and Child Welfare Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment		
Benefits:	We offer a comprehensive benefits program that includes health, dental, life insurance, disability, retirement savings and competitive time off provisions, as well as professional development opportunities		
To Apply:	Please submit a cover letter, resume with references via email to educationHR@ktcea.ca with the Job ID #: KTCEA.2025.10 in the email subject line		

Visit ktcea.ca for more information