



## DAKOTA OJIBWAY TRIBAL COUNCIL - FINANCE EMPLOYMENT OPPORTUNITY

**POSITION:** FINANCE CLERK

**ADVERTISEMENT #:** 2526-4

**LOCATION:** Portage La Prairie, MB

**CLOSING DATE:** Friday, January 16, 2026 at 4:00pm

### FINANCE CLERK

Dakota Ojibway Tribal Council (DOTC) is seeking a Finance Clerk to join our Finance Team. The ideal candidate will possess experience in accounts payable, accounts receivable and payroll functions using SAGE 300 software and will assist in maintain the integrity and accuracy of DOTC's financial records.

#### KEY RESPONSIBILITIES

- Process invoices, payments, and deposits.
- Support bi-weekly payroll processing and reporting.
- Reconcile accounts and maintain financial documentation.
- Assist with audit preparation and financial reports
- Provide administrative and accounting support to the Finance Team.

#### QUALIFICATIONS

- Post-secondary education in Accounting and/or Finance
- Two years of relevant experience in Accounting and/or Finance
- Understanding of accounting principals
- Computer experience in accounting software (SAGE 300) and Microsoft Office Suite
- Experience in accounts payable, accounts receivable and payroll
- Strong organizational and time management skills
- Understanding of First Nations administrative and funding process and asset.

#### CONDITIONS OF EMPLOYMENT

- Valid Manitoba Class 5 Driver's License
- Access to a reliable vehicle

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Interested applicants are invited to forward a resume and cover letter, including two (2) references to:**

**DAKOTA OJIBWAY TRIBAL COUNCIL**

**Attn: Erica Nicholson, Human Resources**

Ph: (204) 871-0669 Fax: (204) 857-6037 Email: [humanresource@dotc.mb.ca](mailto:humanresource@dotc.mb.ca)

**\*\*Please indicate the Advertisement Number and Position Title in the subject line and/or body of your email\*\***