



## DAKOTA OJIBWAY TRIBAL COUNCIL – FINANCE

**POSITION:** General Ledger Clerk  
Dakota Ojibway Tribal Council (DOTC) - Finance

**LOCATION:** Dakota Ojibway Tribal Council  
Rm 230-5010 Crescent Road West, Portage la Prairie, MB

**CLOSING DATE:** Monday, February 20, 2024 @ 4:30 p.m.

### GENERAL LEDGER CLERK

Reporting to the Director of Finance, the General Ledger Clerk shall provide assistance to all finance areas associated with Dakota Ojibway Tribal Council. This position is accountable for creating journal entries, assembling supporting documentation, tracking the contents of accounts, posting entries, verifying and reconciling accounts, processing payments, payroll and/or disbursements, assisting in preparation of billings and receivables.

#### KEY RESPONSIBILITIES:

- Maintain all General Ledgers on a monthly basis
- Prepare Financial Statements on a monthly basis
- Reconcile Balance Sheet accounts on a monthly basis
- Verify payments to vendors on a monthly basis
- Perform account analysis; identifying and explaining any unusual variances in accounts balances from period to period.
- Assisting with audits
- Perform related clerical duties, such as word processing, maintain filing and record systems, faxing, and photocopying

#### QUALIFICATIONS:

- Minimum Business Certificate/Diploma with a focus on accounting
- Minimum 2 years' experience in finance industry
- Actual working knowledge of all Modules in Sage 300
- Audit experience strongly preferred
- Demonstrated strong organizational skills and excellent attention to detail
- Strong analytical skills, including the ability to communicate effectively
- Ability work effectively as part of a team, while maintaining strong interpersonal skills
- Ability to prioritize multiple assignments simultaneously and an aptitude for problem solving
- Proficiency in Microsoft Office (Outlook, Excel and Word), photocopier and other basic equipment

#### Dakota Ojibway Tribal Council offers the following:

- Benefit Program (Extended Health, Dental, Vision, LTD)
- Employee Assistance Program
- Employer Matched Pension Plan (eligible after six months of continuous employment)

**We thank all who apply and advise that only those selected for an interview will be contacted.**

**Interested applicants are invited to forward a cover letter, resume and include two (2) letters of reference to:**

**DAKOTA OJIBWAY TRIBAL COUNCIL**

**Attn: Erica Nicholson**

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