



BIGSTONE CREE NATION TRUST

P.O. Box 990
WABASCA, AB T0G 2K0

Telephone Number: 780-891-4803

BIGSTONE CREE NATION TRUST EMPLOYMENT OPPORTUNITY

Permanent Full-Time Finance Officer

Bigstone Cree Nation Trust is seeking a highly motivated person to fill the position of a Trust Finance Officer in the community of Wabasca, Alberta. The Finance Officer reports to the Trust Administrator and is responsible for providing financial, administrative, and clerical services. This includes recognizing revenue from individual trusts, processing and monitoring payments and expenditures and if required, preparing and processing payroll. Ensure that all the BCN Trust Agreements are accurate, up to date, and administered in accordance with the terms of each agreement.

DUTIES/RESPONSIBILITIES:

- Supporting the Trust Administrator with Trust Proposal matters as required, including legal counsel, investment managers, Investment consultation, auditors, etc.
- Processing of revenue (income) from each of the Trust Agreements;
- Maintain revenue checklist and compile revenue supporting documentation;
- Perform the day today processing of Accounts Payable transactions to ensure that finances are maintained in an effective, up to date, and accurate manner.
- Process, prepare and data entry of supplier invoices and prepare cheques for vendors
- Respond to vendor inquiries, maintain vendor file system and file all vendor documents;
- Perform day to day processing of payroll transactions to ensure that finances are maintained in an effective, up to date and accurate manner;
- Provide administrative support to ensure effective and efficient office operations; and
- Other Trust and Administrative duties as required.

QUALIFICATIONS:

- Extensive knowledge and appreciation for Bigstone Cree Nation people, culture, language, history, values, traditions, and extended family relationships;
- Ability to speak and/or understand Cree is an asset;
- Business Administration Certificate or Diploma in Advanced Accounting and Finance and/or equivalent education and experience will be considered;
- Must be respectful, honest, have a strong work ethic and maintain a high degree of confidentiality;
- Working knowledge of manual and automated accounting system (i.e., Intact, Sage 300)
- Valid Alberta Drivers license and reliable transportation;
- Child Welfare Intervention Check (C.W.I.S) is required; and
- A criminal record check is required.

Submit cover letter, resume, credentials, C.W.I.S and criminal record check to:

Bigstone Cree Nation Trust
Box 990
Wabasca, AB T0G 2K0
Email: Trust@bigstone.ca
780-891-4803

Posted: May 20, 2026

Deadline: June 3, 2026