



EMPLOYMENT OPPORTUNITY

OPEN COMPETITION

The Lac La Ronge Indian Band's Woodland Wellness Centre is inviting applications for the following **Permanent Full-Time** position based out of the **Finance and Admin** Department in **La Ronge, SK:**

Finance and Admin Coordinator

The suitable candidate will be able to perform the following duties:

- Process transactions, Purchase Orders, claim forms and assist in processing accounts payable and receivable;
- Perform accurate and timely bank reconciliations;
- Maintain and organize financial records, files, and assist in preparation of the annual year-end audit;
- Generate detailed financial reports such as variance reports, general ledger data, and quarterly variance drill-downs;
- Maintain employee personnel files (electronic and physical);
- Develop and update job descriptions as required and conduct onboarding for new hire, including processing payroll related forms, insurance, tax and other induction documents;
- Assist in administering short-term and long-term disability claims;
- Assist in recruitment process including but not limited to job postings, screenings, interview arrangements and other related duties;
- Coordinate policy implementation and day-to-day HR administration in line with the LLRIB Personnel Policy Manual;
- Assist in managing payroll data, including new hires, terminations, and benefits adjustments.
- Assist in other payroll related duties as required, and
- Other work-related duties as assigned by Immediate Supervisor.

The suitable candidate will possess the following qualifications:

- Undergraduate degree in Business Administration, Accounting, Human Resources or related field;
- Over 1-2 years of experience in the accounting, finance, HR or administration;
- Strong organizational, multi-tasking, and communication skills;
- Proficiency in Microsoft office and other related software;
- Experience in using Xyntax would be an asset;
- Knowledge of Woodlands Cree Culture, and traditions;
- Experience working with First Nations communities is an asset;
- Ability to speak/understand Cree is an asset;
- Must have a Valid Class 5 Driver's License and own a reliable vehicle;
- Must provide a satisfactory and recent; Criminal Record Check, Vulnerable Sector Check, & SGI Driver's Abstract.
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Date of Posting: May 26, 2026

Deadline: Until Suitable Candidate is Found

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councillors), one from your most recent/current employer**, to the following:

Human Resource Office
Woodland Wellness Centre
Box 850
Air Ronge, SK. S0J 3G0

Phone: 306-425-9109
Fax: (306) 425-9108
E-mail: hrinfo@woodlandwellness.ca
Website : <https://llrib.com/llrib-jobs/>

NOTE: Please be advised applications received without the proper documentation shall not be considered. In the cover letter, please indicate permission to contact references. Your references **MUST be people who you reported to and had direct supervisory authority over you. Also, please provide your **Criminal Record/Vulnerable Sector Check and Driver's Abstract** with your application.**

- Telephone interviews will not be granted. However, an interview via Teams may be granted.
- LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted.
- Since this position is engaged primarily in serving the interests of Aboriginal people, Lac La Ronge Indian Band shall give preference to Aboriginal people who possess the requisite skill sets and experience.