



## Yellowknives Dene First Nation

P.O. Box 2514  
Yellowknife, NT X1A 2P8  
Dettah: (867) 873.4307  
[www.ykdene.com](http://www.ykdene.com)

### EMPLOYMENT OPPORTUNITY

The Yellowknives Dene First Nation (YKDFN) is governed by a Chief and Council which has offices in Dettah and Ndilo. The YKDFN Chiefs and Council affirm our sacred obligation to serve our people and our commitment to live balanced contemporary lifestyles with culture and traditions important to our community, to speak our traditional language, and to protect our natural resources and treaty rights. The YKDFN is seeking a qualified candidate who is highly motivated with excellent interpersonal skills to join our team for the role of:

#### **Financial Analyst-Grants & Contribution (6 Months Term)**

Under the authority of the YKDFN Government Chiefs and Council and reporting to the Finance Director, the Financial Analyst (Grants & Contribution) is responsible for the effective coordination of all aspects of the financial and administrative accountability of the First Nation's grants and contributions processes and procedures. This includes but is not limited to review and report on all current and past YKDFN funding agreements; design, develop and bring to operation a grants and contributions management tool; and ensure compliance with the GAAP, and other accounting/legislative imperatives in the funding application process. This position is located in the community of Dettah, Monday to Friday.

#### **The qualifications required for this position:**

- Bachelor's degree in finance, economics, business management, or statistics, or related field;
- Minimum of three (2) years of experience in a similar role;
- Knowledge of statistical analysis processes and packages;
- Outstanding communication, reporting, and presentation skills; and
- Combination of relevant experience, education, and training will be considered.

***A detailed Job Description for this position is available upon request (email below). The YKDFN offers a competitive wage, along with a fun work environment with exceptionally diverse culturally oriented people. To be considered, a cover letter and resume must be submitted to HR by **February 6, 2024.*****

#### **PLEASE APPLY VIA:**

<https://talent.sage.hr/jobs/76edd8ee-5a2c-4053-8eda-b792abb8e91a>

OR

Email: [hr@ykdene.com](mailto:hr@ykdene.com)

#### **OR IN PERSON**

**Human Resources Division, Yellowknives Dene First Nation  
Chief Drygeese Conference Centre Dettah, NT**

**We thank all who apply and advise that only those shortlisted will be contacted.**