



Legislative Assembly Service

SASKATCHEWAN

If you are interested in this opportunity, please submit a cover letter and resume by 5:00 p.m. (CST) **June 11, 2025** to:

Senior Manager of Financial Services
Attention: Judith Majkut
Room #123 - 2405 Legislative Drive
Regina, Saskatchewan S4S 0B3
Tel: (306) 787-2338
E-mail: careers@legassembly.sk.ca

Please quote competition 1040226 in the subject of your email.

Clearly indicate in your resumé or cover letter where and how you have gained the required knowledge and qualifications. Selections for interviews will be based on this information.

Thank you for your expression of interest. Only candidates selected for interview will be contacted.

To learn more about the LAS, our Vision, Mission and Values, and to find further information about the position, salary and benefits, please visit <https://www.legassembly.sk.ca/las/employment/>

Finance Administrator (Term – 14 months, Full-time, on site)

Imagine working at the heart of Saskatchewan's democratic process, where your financial expertise doesn't just serve an organization—it sustains a parliamentary institution. Based in the historic Legislative Building in beautiful Wascana Park, this role offers the chance to grow, evolve, and contribute to something bigger. The Legislative Assembly Service (LAS) is dedicated to enhancing parliamentary democracy by providing impartial, non-partisan support to the Legislative Assembly. Our mission is to foster a transparent, participatory democracy, with a team committed to supporting the institution of Parliament for the people of Saskatchewan.

Reporting to the Senior Manager of Financial Services, the Finance Administrator responsible for the processing of expenditures and revenue; coordination of the purchase card program for the LAS and certain Statutory Offices of the Legislative Assembly; and provides clerical support for the LAS forecasting process.

What You'll Do:

- Reviews, codes, and processes invoices, ensuring compliance with financial policies.
- Receives, records, and deposits revenue, entering data into LAS financial system.
- Coordinates purchase card program, including card distribution, training, and monthly reconciliation.
- Supports monthly financial forecasting for Legislative Assembly and statutory offices.
- Responds to inquiries on payments, claims adjustments, and documentation issues.
- Clarifies financial administration policies, guiding staff to ensure compliance.
- Assists with year-end procedures including journal entries and prepaid expenses.
- Supports operational tasks such as asset reconciliation and records management.
- Performs other related duties as assigned.

What You Bring:

- Knowledge of accounting practices, principles and procedures related to cash and cheque handling.
- Knowledge of financial transaction recording, end of period adjustments, bank deposits, and coding.
- Knowledge of batching and entering of deposits and expenditure invoices in revenue and accounts payable systems.

Typically, this knowledge would be acquired through the completion of an accounting or business administration certificate – Diploma is considered an asset. Additionally, several years' experience in an office environment. Experience working with government computer-based financial programs would be considered a definite asset.

The position also requires knowledge of the Saskatchewan Financial Administration Manual, the LAS financial policies, and the BMO purchase card program, typically acquired while on the job.

Strong organizational and communication skills and be well-versed in government protocols, policies, and administrative procedures. In addition to being tactful and discreet when working with confidential information, your will be thorough and attentive to detail to ensure quality of work, deadlines are met and be flexible in responding to changing priorities and work assignments.

This position offers an excellent opportunity for a finance professional looking to make an impact and grow in a leadership-oriented financial role. Join our team and contribute to the ongoing success of Saskatchewan's Legislative Assembly Service.

All employees of the Legislative Assembly Service are required to provide non-partisan, confidential service to all Members of the Legislative Assembly and the successful candidate will need to provide a satisfactory criminal record check.