

MA MAWI WI CHI ITATA CENTRE, INC

Internal/External Employment Opportunity

January 13, 2020

Position: (2) Financial Analyst
Classification: Permanent Full-Time
Location: Headingley Ma Mawi Wi Chi Itata Centre Administration Site
Starting Salary: Subject to Qualifications

KEY RESPONSIBILITIES:

- Prepare financial statement summaries and analysis of the financial statements as requested by funders, program manager, as well as other stakeholders;
- Analyzes spending patterns in timely manner to ensure expenditures are within appropriate budget guidelines;
- Assist in the development of the annual budget and perform periodic analysis to ensure the organization is operating within budget guidelines;
- Periodically reviews balance sheet accounts to ensure accuracy;
- Ensures bank reconciliation is done in a timely manner;
- Assist with year-end financial audit;
- Interact with both external and internal clients, including both program and operations managers;
- Performs other duties, as assigned.

EDUCATION:

- Knowledge of accounts payable, receivable, bank reconciliation, including Generally Accepted Accounting Principles;
 - Knowledge of QuickBooks accounting software preferred;
 - Bachelor's degree in Accounting or Business Administration Diploma with a major in accounting preferred;
 - Actively pursuing CPA;
 - Work requires willingness to work a flexible schedule;
 - Mid to advance level of Microsoft products specifically Excel and MS Office applications (Word, Access, PowerPoint);
 - Solid knowledge of accounting functions;
 - Detail oriented and organized with proven ability to meet deadlines;
 - Excellent interpersonal skills and ability to interact with high credibility at all levels of the organization;
 - Must demonstrate flexibility, strong commitment to meeting deadlines, and solid decision-making skills;
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Closing Date:

All letters of interest and resumes must be received no later than 4:00 p.m., January 21, 2020

Attention: Jacqueline Trout
Human Resources Assistant
Ma Mawi Wi Chi Itata Centre, Inc
350-200 Alpine Way
Headingley, Manitoba R4H 0B7
Fax # 204-946-5042 or HR@mamawi.com