



MANITOBA MÉTIS FEDERATION

FINANCE OFFICER

February 20, 2024

Posting #23-15-031

The Manitoba Métis Federation (MMF) is the National Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Finance Officer** position within our **Red River Métis Business Development Corporation** located at 200 Main Street in **Winnipeg, MB**. Under the direction of the CEO, the Finance Officer will be responsible for all day-to-day accounting activities for the Red River Métis Business Development Corporation. The Finance Officer prepares and maintains accounts payable and receivable data and records.

Job Duties/Competencies:

- Review journal entries, bank statements, disbursements, expenditures, and other accounting/financial records;
- Ensure financial recording accuracy and compliance with established accounting standards, procedures and internal controls;
- Review monthly Finance Reports and note any discrepancies;
- Conduct financial and activity monitoring as required;
- Organize and coordinate all internal and external audits, ensuring that all requirements are met;
- Verify, calculate, prepare, and process invoices for accounts payable and receivable;
- Ensure receivables are collected promptly;
- Prepare and monitor purchase orders;
- Develop and maintain capital asset listing;
- Prepare, verify, and/or confirm board/staff travel claims for CEO approval.

Skills and Qualifications:

- Degree, Diploma, or Certificate in Business Administration, Finance, Accounting, or related field;
- Desire to obtain CPA is an asset;
- Minimum 3 years' experience working in financial administration, general accounting, and accounts receivable;
- Knowledge of working within an audited environment is considered an asset;
- Experience in financial management;
- Intermediate level working with Zero, Dext, and/or similar accounting programs;
- Proficient in Microsoft Office: Word, Excel, PowerPoint, and Outlook;
- Strong organizational, interpersonal and time management skills;
- Knowledge of Red River Métis culture, MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation.

Please submit your resume and cover letter, referencing the job posting number by Tuesday, March 5, 2024.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.