



MANITOBA MÉTIS FEDERATION

FINANCE OFFICER

April 4, 2024

Posting #24-03-001

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 **multiple Finance Officer** positions within our **Finance Department** located at 150 Henry Ave in **Winnipeg MB**. The MMF's Finance Department is rapidly growing to meet the overall needs of the MMF. Reporting to the Director of Finance, the Finance Officer will be responsible for daily accounting activities for the Finance Department.

Job Duties/Competencies:

- Monitor and process accounts payable/receivable, bank and account reconciliations, financial claims and allowances;
- Prepare statistical, financial and account reports;
- Review and process invoices, vouchers, journal entries and general ledger batches;
- Ensure invoices are paid in a timely manner and receivables are collected promptly;
- Record cash receipts, prepare bank deposits and monitor purchase orders;
- Review, summarize and reconcile receipts and expense claims to ensure accuracy;
- Setup and maintain general ledger accounts and statements;
- Assist with the development, interpretation, and maintenance of accounting policies to ensure and enhance the efficient operation of the department;
- Assist with payroll as required.

Skills and Qualifications:

- Completion of post-secondary education in Finance, Accounting or Business Administration in Accounting or an equivalent combination of education and experience;
- Minimum of three years' experience in a Finance Officer or similar position;
- Experience working with Accpac for Windows or similar accounting program and Microsoft Office Suite;
- Solid understanding of general applied accounting principles;
- Proven ability to calculate, post and manage accounting figures and financial records;
- Experience preparing correspondence, including reports and letters;
- Demonstrated ability to create and maintain filing systems and maintain confidential records and files;
- Strong organizational, interpersonal, analytical and time management skills;
- Knowledge of Métis culture and 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. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by Thursday, April 18, 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.