

# WE'RE HIRING:

## FINANCE CLERK



### **MAKOOSE C. GAMIK INC.**

We are a Child and Family Services Agency that is dedicated to providing caring and supportive services for Long Plain First Nation members. We have offices located in Brandon, Winnipeg, Portage and in Long Plain First Nation.

### **POSITION SUMMARY**

The Finance Clerk will be responsible for processing travel related expenses and reimbursements for foster parents within the Agency. They will review and verify travel expenses when necessary, ensure compliance within the Agency's policies and procedures, and process payments in a timely manner. This individual may communicate with staff about foster parents to resolve any issues or discrepancies related to travel expenses. This individual will also be responsible for filing, issuing miscellaneous payments to foster parents. This individual will report to the Finance Director.

### **QUALIFICATIONS**

- Post-Secondary diploma or undergraduate degree in Business Administration with an accounting or finance major, or related field, or a combination of experience and/or education may be considered;
- Minimum 2 years prior work experience in Finance;
- Knowledge of Sage 300 and financial transactions an asset;
- Familiarity with financial regulations in Manitoba;
- Knowledge of MS Office and databases;
- Hold and maintain a valid Class 5 driver's license, access to a reliable vehicle and willing to travel;
- Applicants must include with their application a photocopy of their driver's license and a recent driver's abstract. The fee for obtaining the driver's abstract is borne by the applicant;
- Successful completion of a current Criminal Record Check with the Vulnerable Sector Section Query, Prior Contact Check, & Child Abuse Registry Check, or proof of submission of all required checks to be submitted with your application.

### **Please submit your cover letter & resume to:**

Makoose C. Gamik Inc.  
Head Office Mailing Address  
Box 337, Portage La Prairie, MB R1N 3B7  
E-mail: [hr@makoosecgi.org](mailto:hr@makoosecgi.org)

**COMPETITION NUMBER:** 2024-19

**Close Date:** July 31, 2024, by 4:00 p.m.

