

WEST REGION CHILD & FAMILY SERVICES, INC.

invites applications for the position of

MAINTENANCE ACCOUNTS PAYABLE CLERK ROLLING RIVER FIRST NATION

One year term position with possibility of extension



WRCFS is currently seeking a qualified individual to fill the following position at our Rolling River Head Office. Reporting to the Maintenance Financial Manager and working as part of the Agency's team, you will be responsible for the following;

- Maintain a detailed child/special rate list using Excel for payment processing & information tracking purposes
- Processing semi-monthly foster care maintenance payments
- Verifying, coding and processing of child in care maintenance accounts payable invoices
- Maintaining and reconciling subsidiary accounts receivable ledgers and ensuring payments are collected.
- Assist in preparation of statistical and other reports, as required.
- Performing housekeeping duties in Sage 300 Accounts Payable Module
- Maintaining a filing system
- Assisting the finance department as required

QUALIFICATIONS:

- Minimum of a two-year accounting course through a recognized institution and/or two years accounting related experience
- Training and/or knowledge and practical experience in the application of generally accepted accounting principles
- Understanding and belief in good principles of management and accounting practice
- Knowledge and experience in computerized accounting (Sage 300)
- Advanced knowledge and experience with Microsoft Word and Excel computer programs
- Integrity and direct open manner in dealing with major issues.
- Good administration and organizational skills
- Must be able to work independently.
- Knowledge of and appreciation for Ojibway culture and aspirations is essential.
- Must have demonstrated ability to work as part of a team.
- Must be bondable.

WRCFS offers a supportive, progressive, and innovative work environment, competitive salaries, a great benefits package, and training opportunities. All applicants must be willing to provide WRCFS with a Criminal Record Check that includes a *Vulnerable Sector Search*, Child Abuse Registry check, Prior Contact check and Driver's Abstract prior to employment. Travel is required. A valid driver's license and access to means of reliable transportation for work is a condition of employment.

Public Health Guidelines will apply.

SALARY: Commensurate with experience/training and according to Provincial pay scale.

Please submit resume and cover letter by Fax: (204) 636-6158 or email jobs@wr-cfs.org addressing;
Bonnie McKay, Maintenance Financial Manager, WRCFS, Inc., P.O. Box 280, ERICKSON, MB, R0J 0P0

DEADLINE FOR APPLICATIONS: Tuesday August 27th, 2024

We thank all who apply, however, only those selected for an interview will be contacted.

Scan our QR Code for additional information and our current employment opportunities

