



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

Unit: Thompson Central Office

Location: 701 Thompson Drive, Thompson, Manitoba

Position Start Date: May 3, 2021

Position: Finance Officer
One (1) Full-Time Permanent Position

Reporting to the Director of Finance, the Finance Officer Worker is responsible for the day-to-day financial management, including; preparing financial reports, processing invoices and overseeing all activity related to the Agency's transactional financial activities. The Finance Officer works independently to solve problems and make decisions in the best interest of the Agency. The work is moderately complex and requires the incumbent to have strong mathematical skills and the ability to appropriately prioritize competing tasks.

Key Responsibilities:

- Supervise, manage and monitor assigned staff in the Accounting and Payroll departments
- Oversee payroll, A/P AND A/R administration
- Maintain accurate daily transactions and bank ledgers
- Ensure fiscal year end activities are completed and submitted in a timely manner
- Review monthly Registered Pension Plan and Group Insurance Statement deductions for accuracy and ensure payments are made.

Qualifications:

- Post-Secondary Education in Accounting (Diploma or BBA)
- Certification from the Canadian Payroll Association would be an asset
- 2-5 years' direct work experience preferred
- Knowledge of Family and Child Tracking System (FACTS) would be an asset
- Working knowledge of Microsoft office (Office Suite)
- Demonstrated knowledge of Northern communities
- Ability to speak and write Cree/Dene preferred
- Demonstrated organizational skills

Working Conditions:

- Fast paced, confidential, and time sensitive working environment
- Professional office environment
- Maintain satisfactory Criminal Record check, Child Abuse check and Prior Contact check
- Independent work
- Repetitive computer work
- Maintain a valid driver's license and have access to a vehicle

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience

Closing Date: Friday, March 19, 2021

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. **Applicants are encouraged to self-identify.** Individuals interested in this challenging opportunity please reference **Competition Number 2021-008 on your resume/cover letter and include it in the subject line of your email**, in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2021-008
315 McGee Street
Winnipeg, MB R3G 1M7
Fax: 204-790-4455
Email: hr@awasisagency.ca

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

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.