



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
OFFICE: Winnipeg Service Delivery Office
LOCATION: 315 McGee Street, Winnipeg, Manitoba

Position: Child Maintenance Clerk, Finance Department
One (1) Full Time Permanent Position

Summary of Position:

Reporting to the Child Maintenance Supervisor, the Child Maintenance Clerk performs accounting support functions and is a team player in the Finance Department at Awasis Agency of Northern Manitoba. Responsibilities include processing and issuing payments to caregivers, data entry and maintaining an accurate filing system etc., responsible for maintaining confidentiality in accordance with the Agency Policy & Procedure Manual. The incumbent must demonstrate excellent attention to detail and be able to locate inadequacies and discrepancies in the system. Time management skills are essential that will ensure work deadlines are met; payments are administered and job responsibilities are performed in a timely manner.

Qualifications:

- Business Administration Diploma and accounting experience or a related post secondary certificate and accounting experience will be considered
- Knowledge of Family and Child Tracking System (FACTS) would be an asset
- Knowledge of Child and Family Services legislation and standards is an asset
- Demonstrated organizational skills
- Proficiency in MS Office applications (Word, Excel, and Outlook)
- Demonstrated knowledge of Northern communities
- Ability to speak and understand Cree/Dene preferred

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
- Minimal travel required

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

Closing Date: Friday, March 26, 2021

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Individuals interested in this challenging opportunity please reference **Competition Number 2021-009 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 #2021-009
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.