



MANITOBA MÉTIS FEDERATION

BOOKKEEPER April 15, 2025 Posting #25-15-002

The Manitoba Métis Federation (MMF) is the democratically elected National Government of the Red River Métis, also known as the Manitoba Métis. The Red River Métis are a distinct Indigenous Nation and People, and Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Bookkeeper** position within our **Red River Métis Business Development Corporation** located at 333 Main Street in **Winnipeg, MB**. The Bookkeeper is responsible for the verification, calculation, processing, recording, remitting, and reconciling of finances of an assigned portfolio of Red River Métis businesses.

Job Duties/Competencies:

- Calculate, prepare and process receipts/invoices for multiple clients;
- Review, summarize and reconcile general ledger accounts;
- Set up and maintain related client files, both hard copy and computerized;
- Ensure financial recording accuracy and compliance with established accounting standards, procedures and internal controls;
- Conduct peer-to-peer review within the team;
- Prepare statistical, financial and account reports;
- Reconcile all documentation for client accounts.

Skills and Qualifications:

- Post secondary education in Bookkeeping, Accounting, or related field or equivalent combination of education and experience;
- Minimum three years' experience in full cycle accounting and an office environment is preferred;
- Desire to obtain CPB designation with Certified Professional Bookkeepers of Canada is an asset;
- Experience in Financial Management with proven ability to calculate, post and manage accounting figures and financial records;
- Experience with computerized accounting programs (Cloud such as QBO, Xero);
- Extensive experience with maintaining confidential records and files, posting data, and making calculations with speed and accuracy;
- Ability to maintain effective working relationships with internal and external members and stakeholders;
- Strong organizational, interpersonal and time management skills;
- Knowledge of Red River 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.

Please submit your resume and cover letter, referencing the job posting number by Tuesday, June 3, 2025.

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 Red River 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.