



## MANITOBA MÉTIS FEDERATION

### FINANCE CLERK

June 19, 2025

Posting #25-00-002

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 **one full-time Finance Clerk** position within our **Southwest Regional Office** located at 656-6th Street in **Brandon, MB**. The Finance Clerk is responsible for the verification, calculation, recording and processing of payables and receivables.

#### **Job Duties/Competencies:**

- Calculate, prepare and process invoices for accounts payable and receivable;
- Prepare and process cheque requisitions;
- Calculate, code and process vouchers and journal entries;
- Enter data and proofread general ledger batches;
- Review, summarize and reconcile receipts and expense claims;
- Reconcile all documentation related to the claims to ensure accuracy;
- Assist with the maintenance of general ledger accounts and financial statements;
- Prepare statistical, financial and account reports;
- Set up and maintain related contract files, both hard copy and electronic;
- Perform general clerical duties.

#### **Skills and Qualifications:**

- Accounting related certificate or diploma or an equivalent combination of education and experience;
- Minimum of two years finance experience including but not limited to accounts payable and accounts receivable;
- Experience working with QuickBooks and Microsoft Office is considered an asset;
- Experience preparing correspondence, including reports and letters;
- Experience maintaining and updating files;
- Ability to meet deadlines while multitasking in a fast-paced environment;
- Strong analytical, problem solving, time management and organizational skills;
- Strong communication and interpersonal 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. Access to an on-site fitness facility as well as an in-house restaurant is available.

**Please submit your resume and cover letter, referencing the job posting number by Sunday, June 29, 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](mailto:jobs@mmf.mb.ca)  
Fax to (204) 947-1816

All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).