



## INFINITY WOMEN SECRETARIAT

### FINANCE OFFICER

July 31, 2025

Posting #25-15-012

The Infinity Women Secretariat (IWS) is a non-profit organization that connects Red River Métis women, girls, 2sLGBTQ+ individuals throughout the Province of Manitoba and beyond, with a mandate to promote, empower, and enhance their well-being. Incorporated on April 23, 2013, IWS has already become well known in our Red River Métis communities, in our Red River Métis Government, and all throughout the Homeland. IWS remains a proud affiliate of the Manitoba Métis Federation (MMF), the National Government of the Red River Métis.

The IWS seeks to fill **one full-time Finance Officer** position located at 150 Henry Ave in **Winnipeg, MB**. The Finance Officer is responsible for keeping accurate financial records, performing accounting transactions and reconciling accounts, and the preparation of all financial reports in consultation with IWS leadership.

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

- Monitor and process accounts payable/receivable, bank and account reconciliations, financial claims, etc.;
- Prepare statistical, financial and account reports;
- Review and process invoices, vouchers, journal entries and general ledger batches;
- Ensure invoices are paid in a timely manner and receivables are collected promptly;
- Record cash receipts, prepare bank deposits and monitor purchase orders;
- Review, summarize and reconcile receipts and expense claims to ensure accuracy;
- Setup and maintain general ledger accounts and statements;
- Assist with the development, interpretation, and maintenance of accounting policies to ensure and enhance the efficient operation of the department.

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

- Completion of post-secondary education in Finance, Accounting or Business Administration in Accounting or an equivalent combination of education and experience;
- Minimum of three years' experience in a Finance Officer, bookkeeper or similar position;
- Extensive experience in financial reporting and presenting written reports;
- In-depth knowledge of financial controls and accounting standards;
- Proficiency in accounting software;
- Strong organizational, interpersonal and time management skills;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- 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. This position is open until filled.**

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 women 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)

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