



WEST REGION CHILD & FAMILY SERVICES, INC.
invites applications for the position of
ACCOUNTS PAYABLE CLERK
– OPERATIONS
Rolling River First Nation

WRCFS is currently seeking a qualified individual to fill the following position at our Head Office, located at Rolling River First Nation. Reporting to the Operations Financial Manager and working as part of the Agency's team, you will be responsible for the following;

- Verifying, coding, and processing payment of accounts payable invoices for agency office operations, staff travel and programming.
- Maintaining and reconciling subsidiary accounts receivable ledgers and ensuring payments are collected
- Inputting and maintaining data for the purposes of completing various forms and reports i.e., GST, Gas Tax Rebate Claims
- Assist in preparation of statistical and other reports, as required
- Performing housekeeping duties in Sage 300 (Accpac) Accounts Payable Module
- Maintaining a filing system
- Assisting the finance department as required

QUALIFICATIONS:

- Minimum of a two year accounting course through a recognized institution and/or two years accounting related experience
- Training and/or knowledge and practical experience in the application of generally accepted accounting principles
- Understanding and belief in good principles of management and accounting practice
- Knowledge and experience in computerized accounting Sage 300 (Accpac)
- Advanced knowledge and experience with Microsoft Word and Excel computer programs
- Integrity and direct open manner in dealing with major issues
- Good administration and organizational skills
- Must be able to work independently
- Knowledge of and appreciation for Ojibway culture and aspirations is essential.
- Must have demonstrated ability to work as part of a team
- Must be bondable

WRCFS offers a supportive, progressive, and innovative work environment, competitive salaries, a great benefits package and training opportunities. All applicants must be willing to provide WRCFS with a Criminal Record Check that includes a *Vulnerable Sector Search*, Child Abuse Registry check, Prior Contact check and Driver's Abstract prior to employment. Travel is required. A valid driver's license and access to means of reliable transportation for work is a condition of employment.

Public Health Guidelines will apply.

SALARY: Commensurate with experience/training and according to Provincial pay scale.

DEADLINE FOR APPLICATIONS: **Open until position is filled.**

Submit resumes to:
Rena Ironstand, Operations Financial Manager
West Region Child & Family Services, Inc.
P.O. Box 280
ERICKSON, Manitoba R0J 0P0
Fax: (204) 636-6158

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