

# **WEST REGION CHILD & FAMILY SERVICES, INC.**

**invites applications for the position of**

## **MAINTENANCE ACCOUNTS PAYABLE CLERK**

### **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 Maintenance Financial Manager and working as part of the Agency's team, you will be responsible for the following:

- Verifying, coding, processing accounts payable business vendor invoices for child in care maintenance expenses
- 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
- Maintaining filing system
- Performing housekeeping duties in Sage 300 (Accpac) Accounts Payable Module
- Assisting the finance department in other duties and provides backup/coverage 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 Office 365 computer programs i.e., Teams, Outlook, Word, Excel
- 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. The successful applicant must provide WRCFS with a current Criminal Record Check that includes a *Vulnerable Sector Search*, Child Abuse Registry check, Prior Contact check and Driver's Abstract prior to the commencement of 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.

Please submit resumes and cover letter to;

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

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

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