



MANITOBA METIS FEDERATION INC.

The Manitoba Metis Federation (MMF) is the self-government representative that promotes the political, social, cultural, and economic interests and rights of the Metis Nation's Manitoba Metis Community. In addition, the MMF delivers programs and services to our community including: child and family services; justice; housing; youth; education; human resources; economic development and natural resources.

The **Metis Employment and Training Department (MET)** seeks to fill **one** full-time **Claims Clerk** position located at the **MMF Home Office in Winnipeg, MB**; remuneration is \$28,698.00 - \$35,836.00 per annum (depending upon qualification and experience) – plus benefits.

Claims Clerk

Under the direction and supervision of the MET Finance Officer, the Claims Clerk is responsible for preparing, reviewing, calculating, reconciling and recording all project and administration claim submissions for the MET Department. The incumbent will also provide assistance as needed with the verification, calculation, recording and processing of accounts payables including preparing and processing of requisitions.

Skills and Qualifications:

- Accounting or Finance related post-secondary degree, certificate or diploma or an equivalent combination of education and experience
- Minimum of 2 years finance experience including accounts payable, accounts receivable, payroll, and claims processing
- Experience working with ACCPAC for Windows
- Comprehensive knowledge of MS Excel and spreadsheets
- Proficient in MS Word, Outlook, and Power Point
- Excellent analytical, interpersonal, time management and organizational skills
- Experience working with not-for-profit organizations, volunteer boards & committees
- Experience working with the Aboriginal community

Preference will be given to qualified Metis applicants. Qualified applicants are encouraged to apply and self-identify on their resume. The MMF appreciates the interest of all applicants; however, only those individuals considered for an interview will be contacted.

We offer a competitive benefits package which includes, but is not limited to: health and dental insurance, life insurance, accidental death and dismemberment, short term and long term disability and a retirement savings plan. We also offer inexpensive downtown parking, access to our fitness facility as well as an in-house restaurant.

Please forward covering letter and resume by Thursday, July 26, 2018 to the MMF Metis Employment & Training Department, 300-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, email to: metresumes@mmf.mb.ca or fax to (204) 947-3251.

All of our job postings can be viewed at www.mmf.mb.ca or www.mmfemployment.ca