



## **MANITOBA METIS FEDERATION INC.**

The Manitoba Métis Federation (MMF) is the self-government representative that promotes the political, social, cultural, and economic interests and rights of the Métis Nation's Manitoba Métis 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, natural resources, social services and community liaison support programs.

### **Finance Clerk**

The **Finance & Human Resources Department** seeks to fill one (1) full-time **Finance Clerk** position located at Home Office in Winnipeg, MB; remuneration is \$28,698 - \$37,528 per annum depending on education and experience.

Under the direction and supervision of the Finance and Human Resources Director, the Finance Clerk is responsible for the verification, calculation, recording and processing of payables related to travel. This includes preparing and processing requisitions, vouchers and journal entries. The Finance Clerk will reconcile all documentation related to the claims to ensure accuracy. They will also assist with the maintenance of general ledger accounts and financial statements.

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

- Accounting related certificate or diploma or an equivalent combination of education and experience;
- Minimum of 2 years finance experience including, but not limited to accounts payable and accounts receivable;
- Experience working in a computerized accounting program, Word, Excel and Outlook;
- Experience working with ACCPAC for Windows 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;
- Experience working with Not-For-Profit Organizations, Boards & Committees is considered an asset;
- Strong analytical, problem solving, time management and organizational skills;
- Knowledge of Metis culture and history; and
- Knowledge of MMF programs and services.

Preference will be given to qualified Métis 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 not limited to: health and dental insurance, life insurance, accidental death and dismemberment, short term and long term disability as well as a pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.*

**Please forward covering letter and resume by Monday, October 15, 2018 to the MMF Finance & Human Resources Department, 300-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, or email to: [resumes@mmf.mb.ca](mailto:resumes@mmf.mb.ca) or fax to (204) 947-1816.**

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