



The **Metis Child and Family Services Authority** is an incorporated entity with the responsibility to administer and manage child and family services delivery for Metis and Inuit people in Manitoba. The Authority exists to strengthen and support the health and well-being of Metis families and communities by ensuring the creation and development of Metis specific solutions that are responsive and sensitive to our collective history, experiences, culture and values.

FINANCE CLERK

Competition Number: MCFSA-FC-2019.051

Full Time, Permanent Position

In-Scope position

\$ 40,058 - \$ 46,715 (AK1)

Reporting to the Director of Finance, the Finance Clerk is responsible for recording and maintaining the placement of children in care, processing payments, invoices and billings, recording and maintaining financial information for the Metis Child and Family Services Authority and the Metis Child, Family and Community Services Agency and the Michif Child and Family Services Agency. This is a full-time (75 hours bi-weekly) position, working Monday through Friday from 8:30 am to 4:30 pm. The position is within the scope of the Collective Agreement.

As the ideal candidate for this role, you possess knowledge of payroll, accounts payable/receivable, coding expenses, administrative policy and procedures; have superior organizational skills and an ability to work effectively under deadlines. You possess excellent problem solving, communication, interpersonal and teamwork skills; are able to work independently, and with a high degree of accuracy, initiative, discretion and good judgment. Well developed technological skills associated with a modern office environment are a requirement of the position.

A business diploma is preferred however; two years' experience in a finance support capacity plus a one-year course in Accounting is acceptable. Intermediate level computer skills in Microsoft Outlook, Word and Excel are required. Experience with Sage 300 is an asset.

Applicants will be subject to a satisfactory criminal records check, Prior Contact Check, and child abuse registry check. Due to the lengthy process of the above mentioned checks, it is recommended to apply for a criminal record check (including vulnerable sector check) and a child abuse registry check in advance.

Employment equity is a factor in the selection process and preference will be given to qualified Metis and Inuit applicants. Qualified applicants are encouraged to apply and self identify on their cover letter. We thank all applicants for their interest, but only those selected for an interview will be contacted.

Deadline for applications is **Thursday, September 12, 2019 at 4:30 pm.** Please note, only applications submitted through our online application process will be accepted.

Human Resources
Metis Child and Family Services Authority
Email: Recruitment@metisauthority.com

The Metis Child and Family Services Authority thanks all applicants for their interest, however only those applicants selected for an interview will be contacted