



MANITOBA MÉTIS FEDERATION

FINANCE OFFICER

May 2, 2024

Posting #24-00-003

The Manitoba Métis Federation (MMF) is the National Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Finance Officer** position located within our **MMF Thompson Regional Office in Thompson, MB**. The Finance Officer will be responsible for all day-to day accounting activities for the MMF Thompson Regional Office.

Job Duties/Competencies:

- Verify, calculate, prepare, and submit bills, invoices, accounts payable, and service provider claims;
- Ensure financial recording accuracy and compliance with established accounting standards procedures and internal controls;
- Review monthly Finance Reports and note any discrepancies;
- Conduct financial and activity monitoring as required;
- Prepare statistical, financial and account reports;
- Verify, calculate, prepare regional office staff travel claims for submission;
- Prepare and monitor purchase orders;
- Assist with budget preparation;
- Draft and proofread correspondence, reports, forms, and other documents.

Skills and Qualifications:

- Completion of post-secondary education in Finance, Accounting or Business Administration in Accounting or an equivalent combination of education and experience;
- Minimum of three years' experience in Finance or similar position;
- Experience working with Accpac for Windows or similar accounting program and Microsoft Office Suite;
- Solid understanding of general applied accounting principles;
- Proven ability to calculate, post and manage accounting figures and financial records;
- Excellent mathematical skills with a high degree of accuracy and attention to detail;
- Ability to meet deadlines while multitasking in a fast-paced environment;
- Experience working with boards and/or committees is preferred;
- Knowledge of Métis culture, MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by Thursday, May 16, 2024.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.