



**MANITOBA METIS FEDERATION INC.**

**FINANCE CLERK  
June 14, 2019  
Posting #20-003-03**

The Manitoba Metis Federation (MMF) is the official democratic and self-governing representative for the Metis Nation's Manitoba Metis Community. The Manitoba Metis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **two (2) full-time Finance Clerk** positions within our Finance Department located at 150 Henry Ave in Winnipeg MB. Reporting to the Director of Finance, the Finance Clerk is responsible for the verification, calculation, recording and processing of payables related to travel.

**Job Duties/Competencies:**

- Calculate, prepare and process invoices for accounts payable and receivable;
- Prepare and process cheque requisitions;
- Calculate, code and process vouchers and journal entries;
- Enter data and proofread general ledger batches;
- Review, summarize and reconcile receipts and expense claims;
- Reconcile all documentation related to the claims to ensure accuracy;
- Assist with the maintenance of general ledger accounts and financial statements;
- Review and monitor contracts/agreements, identifying contract value, duration and eligible costs;
- Prepare statistical, financial and account reports;
- Set up and maintain related contract files, both hard copy and electronic;
- Perform general clerical duties;

**Skills and Qualifications:**

- Accounting related certificate or diploma or an equivalent combination of education and experience;
- Minimum of two years finance experience including but not limited to accounts payable and accounts receivable;
- Experience working with ACCPAC for Windows and Microsoft Office 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;
- Strong analytical, problem solving, time management and organizational skills;
- Strong communication and interpersonal skills;
- Experience working with Not-For-Profit Organizations, Boards & Committees is considered an asset;
- Knowledge of Metis culture and MMF programs and services is a definite asset; and
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

Preference will be given to qualified Metis applicants. Applicants are encouraged to apply and self-identify on their cover letter/resume. Remuneration is based on education and experience. We offer a competitive benefits package which includes but not limited to: health and dental, life insurance, 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 a cover letter and resume. Resumes will be accepted until position has been filled.  
We thank all who apply; however, only applicants selected for an interview will be contacted.**

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

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