

Animikii Ozoson

Child & Family Services Inc.

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reception.animikii@animikiicfs.org



JOB OPPORTUNITY

Finance Clerk AP/AR Competition # 2024-09

Overview:

Reporting to the Director of Finance, the incumbent will aid the Finance department, with accounts payable and accounts receivable.

Responsibilities / Duties:

- Data entry of accounts payable information including coding for review and approval by the Director of Finance
- Ensures proper supporting documentation for accounts payable transactions including proper delegated signing authorities for purchase commitments.
- Circulation of maintenance invoices to appropriate staff for approval, coding, and posting of invoices in AccPac, adjustments to vendor accounts as required.
- Preparation of standard cheque runs, and additional cheques as required, vendor statement reconciliation, and acting as a liaison with our vendors as required as well as record maintenance
- Ensures employee expense claims comply with the Finance and Administrative policies, including per diem and rates for mileage, meals, and accommodations, proper receipts, delegated signing authorities, etc. for review and approval by the Finance Director.
- Sets up payments online to staff for review and approval by the Director of Finance
- Preparation of all non-Provincial invoices, coding, posting and adjustments to non-Provincial accounts as required, acting as a liaison with contract accounts as required, posting of Province of Manitoba receipts as well as record maintenance
- Responsible for helping with preparation, copying, and submission monthly of reporting/billing packages to the appropriate funding agencies
- Responsible for reconciling reporting/billing packages as received. Researched disallowed amounts and resubmitting amounts accordingly
- Ensured that inadequacies and discrepancies are brought to the attention of the Finance Director
- Job Costing
- Maintaining supplies inventory levels and placing orders with the approval of the Director of Finance
- Cross-training in other Finance duties to provide coverage during holidays and when necessary
- Ability to work independently, to meet deadlines as well as work as part of a team
- Other duties as assigned

Qualifications:

- A minimum of one year A/P & A/R experience related equivalent combination of education and professional experience will also be considered.
- Proven experience in ACCPAC, Microsoft Office applications

All Hiring is subject to satisfactory Criminal Reference Check, Prior Contact and Child Abuse Registry Check.

The ability to speak Ojibwe is considered a definite asset. Preference will be given to Indigenous people and applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

Please reference the position and competition number # 2024-09 in your cover letter.

We thank all who apply, however, only those selected for interview will be contacted.

Closing date: **March 21, 2024**

Qualified Finance Clerk AP/AR Salary: \$45,844.36 - \$52,445.19

Please forward your resume/cover letter and three (3) references to:

Stephanie Fenner, HR Manager, CPHR Candidate Animikii
Ozoon Child and Family Services
3-313 Pacific Avenue
Winnipeg, MB, R3A 0M2
Email: Stephanie.Fenner@animikiicfs.org

We offer:

Competitive salaries, Paid time away program, Free parking, Excellent benefits package, Pension, Paid training