



Ndinawemaaganag Endaawaad Inc.

EMPLOYMENT OPPORTUNITY – Internal & External Posting

September 8, 2021

Position:	Finance Officer	Program:	Finance Department
Salary:	Subject to Qualifications	Location:	650 Burrows Avenue
Classification:	Full Time	Hours of Work:	75 Hours Bi-Weekly
Reports To:	Director of Finance	Closing Date:	September 24, 2021 @ 4:00pm

General Responsibility:

The Finance Officer is responsible for all day-to-day financial activities for the organization including the preparation and maintenance of accounts payables, accounts receivables, and payroll/benefit functions. The Finance Officer will ensure that internal procedures are being followed at all times and in all areas of Finance. The Finance Officer assumes all duties and responsibilities in accordance with the organization's philosophy, direction, and policy standards.

Qualifications Required:

- Accounting diploma or business administration diploma with related accounting experience is preferred
- Several years' experience working in financial administration
- Experience and training in computerized financial management systems (QuickBooks preferred)
- Must have knowledge and experience of Payworks software
- Proven ability to utilize Microsoft 365 programs at an intermediate level including Word, Excel, etc.
- Extensive experience in drafting correspondence and preparing reports
- Demonstrated ability to work independently and as part of a team
- Excellent interpersonal and communication skills both oral and written
- Strong organizational and time management skills to work effectively in an environment that requires the ability to meet deadlines and targets
- Excellent problem solving, critical thinking and decision making while working under stressful conditions
- Ability to recognize and maintain confidentiality of work materials as appropriate
- Ability to work under stressful conditions with an ability to respond effectively and positively in diverse situations
- Current Criminal Record Check, Child Abuse Registry Check, and Prior Contact Check required
- Valid Class 5 Drivers License

Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:

Attention: Human Resources, Ndinawemaaganag Endaawaad Inc.
650 Burrows Avenue
Winnipeg, MB R2W 2A8
Email: HR@ndinawe.ca

Deadline for applications is no later than **September 24, 2021 @ 4:00pm**

***We thank all applicants for their interest; however only those candidates selected to an interview will be contacted. As an Indigenous employer, we encourage First Nations, Métis, and Inuit applicants to apply.**