



## DOCFS EMPLOYMENT OPPORTUNITY

### **FINANCE OFFICER** **Forest Hills Administration Office** Located South of Carberry, MB

Dakota Ojibway Child and Family Services requires a Finance Officer for the Forest Hills Administration Office. Responsibilities include; prepare cheque requisitions for operations and maintains related financial information.

Applicants must meet the following criteria:

- Recognized training in Accounting/Financial Management
- Experience in Microsoft ACCESS Program
- Demonstrated experience working in a Finance Office
- Ability to work at an intermediate level in MS Office applications
- Excellent organizational, interpersonal and communication skills
- Have a valid driver's license & access to a vehicle
- Excellent work record/history
- Demonstrated knowledge and respect for the Dakota and Ojibway cultures and traditional philosophies
- Ability to speak Dakota and/or Ojibway a definite asset

Salary commensurate with education and experience. All applicants must submit with their application a **current Criminal Record Check** (with Vulnerable Section Query), Prior Contact Check, and Child Abuse Registry Check. Interested parties should apply in writing **including three written references** to:

**Dakota Ojibway Child & Family Services Inc.**  
**Forest Hills Administrative Office**  
**Swan Lake First Nation**  
**Box 310 Carberry, MB R0K 0H0**  
**Attention: Human Resource Coordinator**  
**Phone: 204-834-2323 Fax: 204-834-2306**  
**Email: [hr@docfs.org](mailto:hr@docfs.org)**  
**APPLICATION DEADLINE: July 6, 2022 (4:30 PM)**

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter.