



## **DOCFS EMPLOYMENT OPPORTUNITY**

### **FINANCE ADMINISTRATOR**

Forest Hills Administration Office  
Located South of Carberry, MB

Dakota Ojibway Child & Family Services requires a Finance Administrator for the Forest Hills Administration Office. Responsibilities include overseeing all aspects of the DOCFS Finance Department. Prepares DOCFS annual budgets for Community and Urban Services Offices and for the numbered company, administers operations budget and supervision of the finance department staff. Responsible to the Executive Director.

Applicants must meet the following criteria:

- A minimum of Business Administration Diploma
- Plus 5 years financial / accounting experience
- Demonstrated proficiency in Microsoft Word, Excel, Outlook, Internet and SAGE300.
- Knowledge of the programs and services provided by DOCFS
- Have a valid driver's license and access to a vehicle to attend meetings
- 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

Other combinations of education and experience may be considered. Salary commensurate with education and experience. All applicants must submit with their application a current Criminal Record Check, Prior 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 Resources Coordinator**  
**Phone: 204-834-2323      Fax: 204-834-2306**  
**Email: [Hr@docfs.org](mailto:Hr@docfs.org)**

**APPLICATION DEADLINE: May 23, 2025 (4:00PM)**

**\* Only those applicants selected for an interview will be contacted.**