



## DOCFS EMPLOYMENT OPPORTUNITY

### FINANCE CLERK

Term Position

**Forest Hills Administration Office  
Located South of Carberry, MB**

Dakota Ojibway Child & Family Services requires a Finance Clerk (Term Position) for the Forest Hills Administration Office – South of Carberry, MB. The position is responsible for providing clerical support to the Finance Department. As required assists with data entry in ACCPAC. Maintains records of all cheque requisitions and all purchase orders and filing of necessary documents. Responsible to the Finance Administrator.

Applicants must meet the following criteria:

- Financial training and demonstrated experience working in financial office
- Ability to work at an interpersonal level in MS Office applications
- Excellent organization, interpersonal and communications skills
- Demonstrated knowledge and respect for the Dakota / Ojibway culture and traditional philosophy
- Have a valid driver's license, access to a vehicle and willing to travel
- Good time management and organizational skills
- Excellent work record / history
- Ability to speak Dakota / 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 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 Administration 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: October 23, 2019 (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.