



DOCFS EMPLOYMENT OPPORTUNITY

FINANCE OFFICER Term Position Forest Hills Administration Office

Dakota Ojibway Child and Family Services requires a Finance Officer (TERM) for the Forest Hills Administration Office. Responsible for Post-Majority and to provide coverage/assistance for Child Maintenance, Prevention and Operations. Ensure accounts and/or payees are paid in a timely manner. Prepare payment requisitions with appropriate documentation and review invoices and purchase orders prior to processing payments. Maintain records and prepare monthly reports for Post-Majority expenditures. Documents all post-majority and childcare admissions and discharges. Responsible to the Finance Team Leader and Finance Administrator.

Applicants must meet the following criteria:

- Recognized training in Accounting/Financial Management
- Knowledge of Sage 300 an asset (Accounts Payable and Project Job Costing)
- 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
APPLICATION DEADLINE: Open Until Filled

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.