



DOCFS EMPLOYMENT OPPORTUNITY

FINANCE TEAM LEADER

Forest Hills Administration Office
Located South of Carberry, MB

Dakota Ojibway Child & Family Services requires a Finance Team Leader for the Forest Hills Administration Office. The team leader will oversee all cash management activities; assist in preparation of financial plans; monitor project commitments; review and revise procedures manuals and systems; review payment requests and funds reconciliation; assist in setting-up automated budgeting, commitment and accounting system and monitor. Responsible to the Finance Administrator.

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, Access and ACCPAC.
- 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

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 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: October 20, 2025

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.