



## **MANITOBA METIS FEDERATION INC.**

The Manitoba Metis Federation (MMF) is the self-government representative that promotes the political, social, cultural, and economic interests and rights of the Metis Nation's Manitoba Metis Community. In addition, the MMF delivers programs and services to our community including: child and family services; justice; housing; youth; education; human resources; and natural resources.

The MMF'S Department of Metis Human Resources Department (MHRD) seeks to fill one vacant position at the MMF The Pas Regional Office in **The Pas, MB.**

### **The Pas LMB Bookkeeper**

Reporting to the LMB Coordinator, the Bookkeeper will be responsible for all day-to-day accounting activities for the Local Management Board, including processing accounts payable, receivable, claims and student allowances. This also includes preparation of monthly financial statements and reports. Establish work priorities and ensure deadlines are met and procedures are followed.

#### **Skills and Qualifications:**

- Accounting diploma
- 2<sup>nd</sup> Level C.G.A
- Intermediate level in Spreadsheet and Word processing
- 2 years work experience in general accounting, accounts payable and receivable
- ACCPAC for Windows, Cashbooks or similar computerized accounting program
- Knowledge of MMF programs and services an asset
- Acceptable Criminal Records Check
- Excellent communication and organizational skills.
- Relate positively with a wide variety of clients and the general public.
- Valid Class 5.0 Manitoba Driver's License.
- Experience with Boards and not-for-profit organizations would be an asset.

Preference will be given to qualified Metis applicants.

Qualified applicants are encouraged to apply and self-identify on their resume. The MMF appreciates the interest of all applicants; however, only the individuals considered for an interview will be contacted.

**We offer a competitive benefits package which includes but not limited to: health and dental insurance, life insurance, accidental death and dismemberment, short term and long term disability and a retirement savings plan.**

**Please forward covering letter and resume by Tuesday October 11, 2011, to the MMF Finance Department, 300-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, or fax to (204) 957-1092 or email to: [resumes@mmf.mb.ca](mailto:resumes@mmf.mb.ca)**

All our job postings can be found at [www.mmf.mb.ca](http://www.mmf.mb.ca)