



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
Unit: Thompson Central Office (TCO)
Location: 701 Thompson Drive, Thompson, MB

Position: Accounting Clerk
One (1) Full-Time Term Position (to February 2023)

Reporting to the Finance Officer, the Accounting Clerk is responsible for assessing, processing, preparing and completing accounts payable and receivable documents, journal entries, and sharing with the finance department the posting functions on a daily basis into the Accounts Payable system.

There is a requirement for thorough knowledge of the policies, procedures and regulations of the agency. The position involves public contact which requires explaining or defending relatively complex or controversial regulations or procedures. There is a requirement to demonstrate initiative by offering solutions when problems or discrepancies are identified in the system. There is a requirement to be a team player.

Qualifications:

- Post-secondary education in finance, accounting or related field
- A minimum of 2 years of experience working in accounts payable / receivable
- Experience with accounting software
- Exceptional attention to detail and assessment skills
- Experience with data entry
- Analytical problem solving and conceptual skills
- Demonstrated knowledge of Northern communities
- Ability to speak Cree/Dene preferred

Working Conditions:

- Fast-paced environment
- Confidentiality environment with access to sensitive information
- Maintain a satisfactory Prior Contact check, Child Abuse Registry Check, Criminal Record Check and Driver's Abstract
- Maintain a valid driver's license and have access to a vehicle

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience

Closing Date: Friday, November 19, 2021

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Applicants are encouraged to self-identify. Individuals interested in this challenging opportunity please reference **Competition Number 2021-086 on your resume/cover letter and in the subject line of your email** in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2021-086
701 Thompson Drive
Thompson, MB R8N 2A2
Fax: 204-778-8428
Email: hr@awasisagency.ca

We thank all applicants who apply, however, only those selected for an interview will be contacted

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

****Note: Following the Provincial Mandate – all employees must provide proof of full covid-19 vaccination**