



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
Unit: Keewatino/Yatthe Ghe Family Enhancement Centre
Location: Unit 5 – 90 Thompson Drive, Thompson, MB

Position: Accounting Clerk - Family Enhancement
Three (3) Full-Time, Permanent Positions

Responsibilities:

As part of the Family Enhancement team, the Accounting Clerk will be required to work independently and perform work of variety and/or moderate complexity. Tasks include assessing, processing, reconciling, completing applications, preparing, and completing accounts payable and/or receivable documents. The position involves regular contact with program team leaders which requires clarifying process and procedures of the agency Family Enhancement department. There is a requirement to demonstrate initiative by offering solutions when problems or discrepancies are identified in the system. The incumbent is expected to exercise initiative and independent judgment in determining work priorities, work methods to be employed, and action to be taken on uncertain matters. 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 positive team player.

Qualifications:

- Accounting education background and/or minimum 1-year related experience in accounting
- Proficiency in Microsoft Word, Excel and Outlook
- Demonstrated crisis intervention and conflict resolution skills
- Excellent written and verbal communication skills
- Using good time management skills and have the ability to organize/prioritize workloads
- Self-motivated with the ability to work independently as well as a team member
- Sensitivity to and understanding of Northern First Nations culture and values
- Ability to speak Cree or Dene language would be considered an asset

Working Conditions:

- Fast-paced environment
- Access to sensitive information for which confidentiality must be maintained.
- Occasional overnight and remote travel.
- Maintain a satisfactory Prior Contact check, Child Abuse Registry Check, Criminal Record Check and Driver's Abstract prior to starting the position and throughout employment as required.
- Maintain a valid driver's license and have access to a vehicle

Salary: Awasis Agency endeavors to be an employer of choice, and offers a competitive salary, generous paid time off, and an excellent employee benefit package. Salary will commensurate with education and experience.

Closing Date: Friday, May 10, 2024

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. **Applicants are encouraged to self-declare.** Individuals interested in this opportunity please reference **Competition Number 2024-042 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 #2024-042
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.