



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, Permanent Position

Responsibilities:

A member of the Finance department, the Accounting Clerk supports the agency by performing various clerical and administrative tasks related to accounting procedures. The incumbent is attentive to detail, has excellent organizational skills, and is proactive. The work requires focus to ensure that data entry is accurate and accepted processes are followed in a manner that meet the agency's needs.

Qualifications:

- Certificate or diploma in accounting, finance, or business administration is preferred.
- 1 year experience working in an accounting role an asset.
- Proficiency in Microsoft Office (Word, Excel, Outlook, Teams, and SharePoint).
- Experience living and working in a northern First Nations community an asset.
- Ability to speak Cree/Dene languages preferred.

Working Conditions:

- Fast-paced, child welfare working environment.
- Access to sensitive information for which confidentiality must be maintained.
- Satisfactory Criminal Record, Child Abuse Registry and Prior Contact checks prior to beginning work and throughout employment as requested.
- Overtime and on-call may be necessary from time to time.
- Travel up to 4% time.

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: Wednesday, May 22, 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 2024-048 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 #2024-048
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