



## Professional Employment Opportunity

**AWASIS AGENCY OF NORTHERN MANITOBA**  
**UNIT: Winnipeg Service Delivery Office (WSDO) or Thompson Central Office (TCO)**  
**LOCATION: Thompson, MB or Winnipeg, MB**

**Position: Accounting Clerk-Transition Program (TP)/Post Majority Support Services (PMSS)**  
One (1) Full-Time Permanent Position

The Accounting Clerk-TP/PMSS performs accounting duties related to young persons who are/have transitioned from care with Awasis Agency. The Accounting Clerk-TP/PMSS is responsible for all finance related activities, including, managing the PMSS budget for Programming, Operations, and Indirect Services. The Accounting Clerk-TP/PMSS is responsible for entering data and issue correct payments to youth aged 18-26 approved for AYA extensions and/or Post Majority Support Services. The Accounting Clerk-TP/PMSS is responsible for maintaining monthly spreadsheets and ensuring accurate information in both the accounting database FACTS and CFSIS database.

### Qualifications:

- A diploma in accounting, or Business Administration.
- 1 year of experience supervising others in an accounting department preferable.
- 3+ years of experience working in an accounting department; preferably in a child and family services environment.
- Demonstrated superior skills in using Microsoft suite.
- Demonstrated ability to manage emotionally charged people.
- Ability to speak Cree or Dene languages an asset.

### Working Conditions:

- Fast-paced, community-based, multi-disciplinary child welfare environment.
- Confidential environment with access to highly sensitive information.
- Occasional overtime required in emergency situations.
- Satisfactory Criminal Record, Driver's Abstract, Child Abuse Registry and Prior Contact checks prior to starting the position and throughout employment as required.
- Travel approximately 5% of time.

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

**Closing Date: Tuesday, July 16, 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 challenging opportunity please reference **Competition Number 2024-073 on your resume/cover letter and include it in the subject line of your email**, in confidence to:

Human Resources Department  
Awasis Agency of Northern Manitoba  
Competition #2024-073  
701 Thompson Drive  
Thompson, MB R8N 2A2  
Fax: 204-778-8428  
Email: [hr@awasisagency.ca](mailto: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.**