



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
UNIT/OFFICE: Thompson Central Office (TCO)
LOCATION: 701 Thompson Drive, Thompson, MB

Position: Finance File Clerk
One (1) Full Time Permanent position

Summary of Position:

The Finance File Clerk works in the Finance department. Responsibilities include filing financial documents, matching invoices to purchase orders for payment verification, opening new files and labelling correctly, and maintaining all files up to date. The Finance File Clerk is detail oriented, can work independently, and works well in a fast-paced environment.

Qualifications:

- High School Education or equivalent.
- Some familiarity with Microsoft office (Excel, Word and Office Suite).
- 1 year experience working in an office setting an asset.
- Class 5 Driver License.
- Demonstrated knowledge of Northern Communities.
- Ability to speak and write Cree/Dene an asset.

Working Conditions:

- Large, fast-paced, child welfare agency.
- Professional office environment.
- Access to confidential information.
- Satisfactory Driver's Abstract, Criminal Record, Child Abuse Registry and Prior Contact checks, prior to beginning work and throughout employment as requested.

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

Closing Date: Tuesday, July 23, 2024

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 2024-075 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 #2024-075
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.