



Northwestern Ontario Métis Child & Family Services

Supporting Métis Children, Families and Communities

EMPLOYMENT OPPORTUNITY

Position: FINANCE CLERK

Location: Kenora, ON

Status: Part-Time or Full-Time, fixed term contract position to March 31, 2025 with possibility of extension

Closing Date: February 7, 2024

Northwestern Ontario Métis Child and Family Services (NWOMCFS) is a non-profit agency providing culturally safe support services for children, youth, families, and elders using a Wholistic Service Delivery Model (WSDM).

GENERAL DESCRIPTION

NWOMCFS is seeking a Finance Clerk to provide financial and administrative support to the Northwestern Ontario Métis Community (NWOMC) in relation to managing regional funds. This individual will be employed by NWOMCFS but primarily provide services to the NWOMC. The Finance Clerk will report to the Finance Manager of NWOMCFS and will be based out of the Kenora office.

RESPONSIBILITIES

- Maintain and update financial records, such as invoices, statements and budgets
- Reconcile accounts and ensure financial transactions are recorded accurately
- Prepare and manage monthly financial reports, including financial statements and forecasts
- Data entry and management of financial databases
- Manage the purchase order log and purchase orders, ensuring accuracy and timely processing
- Liaise with the treasurer and president of the Kenora Métis Council to ensure financial transactions are properly recorded and cheques are prepared for signature and distributed in a timely manner

QUALIFICATIONS

- Community College Diploma in Finance, Business Administration, Accounting, or a related field
- Minimum of 2 years' experience in an accounting/financial position
- A combination of related education, experience and skills may be considered
- Experience working with Indigenous agencies and Indigenous programs

REQUIREMENTS

- Knowledge of NWOMCFS vision and mission, structure, and programs
- Respect for and understanding of Métis culture and cultural practices
- Ability to advocate strongly and articulately on behalf of Métis citizens
- Knowledge, expertise, and experience in providing financial support

- Proficiency in Microsoft Office and experience with financial databases
- Experience with Sage Intacct and RedMane is an asset
- Accurate and proficient data entry skills
- Exceptional attention to detail
- Ability to work independently and as a team to prioritize time sensitive tasks with minimal direction
- Ability to plan, develop, implement, and monitor quality programs
- Ability to think strategically, set priorities and meet objectives
- Analytical skills related to budgeting and financial management
- Excellent time management, organizational, communication and interpersonal skills
- Professional integrity and ability to maintain confidentiality
- Ability to speak Michif is an asset
- Must provide a current satisfactory Criminal Record Check and Vulnerable Sector Screening
- Must possess a Class G Ontario Driver's License, have access to a vehicle, willing to travel, and provide a three-year uncertified Driver's Abstract

Compensation: Between \$48,327 to \$59,270 annually

Benefits: Dental and vision care, extended health, life insurance, EAP and a workplace committed to personal well-being

Working Conditions:

This is a part-time or full-time position working office hours between 24-35 hours per week. This position functions in a normal office environment with extended periods of sitting using typical office equipment. There are no unusual physical demands. The noise level can be moderate to high. The position may expose the Finance Clerk to high levels of tension and there may be some challenging contacts or situations that arise. Given the traditional practices of Indigenous people, from time-to-time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage, or cedar, may also occur.

Application Process:

Please submit the Application for Employment available on our website www.nwomcfs.ca and include a detailed cover letter and resume before 4:30pm on the closing date. Incomplete applications will not be considered. Complete applications can also be emailed to HR@nwomcfs.ca

For additional information please contact NWOMCFS Human Resources at HR@nwomcfs.ca

Please note that as an Indigenous Well-Being Agency, preference will be given to qualified applicants of Métis, First Nations, and Inuit ancestry. Please self-identify when applying.

We thank all applicants; however, only those selected for an interview will be contacted.