



CREE NATION CHILD & FAMILY CARING AGENCY JOB OPPORTUNITY

POSITION: Office Accounts Payable Technician – Term Position

OFFICE: Finance

LOCATION: Opaskwayak, Manitoba

*Cree Nation Child & Family Caring Agency (CNCFCA) is responsible for administering and providing for the delivery of Child and Family Services. CNCFCA is dedicated to providing comprehensive CFS Services that are community-based and incorporate both protection and prevention services.
Our agency will strive to maintain family unity.*

POSITION SUMMARY:

Reporting directly to the Accounting Supervisor, the Office AP Technician will provide financial support to CNCFCA.

RESPONSIBILITIES:

- Prepare, verify and maintain office related expenses and utilities, medical invoices, office rentals
- Update Sharepoint
- Void/cancel cheques
- Reconciliation and preparation of journal entries and adjusting entries
- Assist in the audit preparation
- Filing
- Provide coverage for other Accounting Technicians

EDUCATION AND EXPERIENCE

- Business Administration Diploma
- Extensive working knowledge of FACTS_
- Two (2) years Accounting experience
- Excellent knowledge of various software

CONDITIONS OF EMPLOYMENT

- Must pass a criminal records check, child abuse registry check and prior contact check
- Cannot be active on a protection case
- Must maintain absolute confidentiality in accordance with agency requirements
- Other duties relating to the position may be assigned by the Accounting Supervisor

Deadline: August 13, 2024 @ 4:00 pm

Submit cover letter & resume along with three (3) references marked “personal & confidential” to:

Human Resource Manager
Cree Nation Child & Family Caring Agency
Box 10130
Opaskwayak, MB. R0B 2J0
Fax: 204-623-3847
Email: hr@cree-nation.ca

We thank all who apply and advise that only those selected for further consideration will be contacted.

“Please visit our website at <https://cree-nation.ca>”