



## CREE NATION CHILD & FAMILY CARING AGENCY JOB OPPORTUNITY

**POSITION: Office Accounts Payable Technician – Term Position**

**OFFICE: Finance**

**LOCATION: Opaskwayak, Manitoba**

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*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: October 4, 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@creenation.ca](mailto:hr@creenation.ca)

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

**“Please visit our website at <https://creenation.ca>”**