



CREE NATION CHILD & FAMILY CARING AGENCY JOB OPPORTUNITY

POSITION: FE Technician – Term Position

OFFICE: Regional Office

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 Accounting Technician will provide financial support to CNCFCA.

RESPONSIBILITIES:

- Prepare, verify, and maintain Family Enhancement Payables, Family Enhancement Support Workers, distribute payables for Family Programming in regard to Family Enhancement and Prevention
- File all paperwork for payments issued
- Void and cancel spoiled and returned cheques
- Complete account reconciliations on a monthly basis
- Assist with audit preparations
- Provide coverage for Accounting Technicians

EDUCATION AND EXPERIENCE:

- Business Administration Diploma
- 2 years of accounting experience
- Extensive work knowledge of Facts
- CFSIS Data Inquiry
- Excellent knowledge of various computer 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: November 1, 2024 @ 4:00 pm

**SUBMIT COVER LETTER & RESUME ALONG WITH THREE (3) REFERENCES MARKED
“PERSONAL & CONFIDENTIAL” TO:**

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

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

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