



**CREE NATION CHILD & FAMILY CARING AGENCY  
JOB OPPORTUNITY**

**POSITION: Payroll Assistant/Accounts Payable Accounting 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 Director of Finance and Operations, the Payroll Assistant/Accounts Payable Accounting Technician will provide support to CNCFCA

**RESPONSIBILITIES:**

- Providing coverage for the Payroll Technician
- Providing coverage for AP Technicians as required
- Assisting with monthly payroll reconciliations

**EDUCATION AND EXPERIENCE:**

- Business Administration Diploma
- Basic accounting and administrative procedures
- Good organizational skills and working knowledge of office and administrative procedures and related equipment
- Ability to use a variety of computer applications such as MS Word, Excel, and Outlook with accuracy and speed

**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 Director of Finance & Operations

**Deadline: April 28, 2025 @ 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](mailto: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>”**