



CREE NATION CHILD & FAMILY CARING AGENCY JOB OPPORTUNITY

POSITION: Finance Administrative Assistant - Permanent Position

OFFICE: Finance 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 Director of Finance and Operations, the Finance Administrative Assistant will provide support to the Director of Finance & Operations as well as the rest of the Finance Team. This position also provides receptionist coverage within Finance when needed. The Administrative Assistant maintains strict confidentiality in performing the following duties:

RESPONSIBILITIES:

- Perform office assistant tasks
- Manage various forms of communication
- Answer inquiries regarding staff whereabouts
- Order supplies for Finance/Stats staff
- Process financial documentation
- Provide coverage for Finance Administration Assistant
- Maintain confidentiality
- Sustain health and work safety

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent preferred
- Diploma or certificate as an Administrative Assistant or equivalent skills and knowledge.
- At least three (3) years of Administrative experience
- Ability to converse fluently in Cree.
- 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
- Ability to deal effectively with a variety of visitors & circumstances
- Ability to adapt to changing circumstances or conditions with variety situations
- Knowledge of customer service (preferred)
- Able to make decisions in a timely manner
- Self-motivated, able to work as part of a team or independently
- Ability to work in a fast-paced environment

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: October 10, 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@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>”