



Southeast Resource Development Council Corp.

Head Office:

Box 30
Scanterbury, Manitoba R0E 1W0
Tel: 204.766.2386 Fax: 204.766.2716

Winnipeg Office:

6th Floor - 360 Broadway Avenue
Winnipeg, Manitoba R3C 0T6
Tel: 204.956.7500 Fax: 204.934.0374

Finance Clerk **Full-time position**

Southeast Resource Development Council Corporation (SERDC) is seeking a motivated, experienced and energetic individual for our organization to fill the role of Finance Clerk.

The candidate must have a positive attitude, take initiative, bookkeeping skills and work well in a team environment. Ability to implement time management, attention to detail, communication, organization and computer office skills are a must. This position is based out of our Winnipeg and Brokenhead Ojibway Nation office(s) therefore travel is a requirement.

If you are a finance professional who, can use your experience to: strategically support a team and the overall organization, have excellent clerical skills in order to ensure: effective, efficient, and accurate financial and administrative functions, and are ready for a new challenge, we'd like to hear from you!

Responsibilities

Under the direction of The Director of Finance, the Finance Clerk is responsible for:

- Assists with all aspects of Year End procedures – preparing program schedules, reconciling accounts, and recording Year End journal entry adjustments.
- Verification, calculation, recording and processing of payables related to travel.
- Reconcile all documentation related to the claims to ensure accuracy.
- Assist with the maintenance of general ledger accounts and financial statements.
- Maintain a filing system for all financial documents.
- Attention to detail and a dedication to accuracy pertaining to all financial documentation.
- Handle confidential information in a professional and discrete manner.
- Comply with the Generally Accepted Accounting Principles (GAAP) and SERDC financial and personnel policies and procedures.
- Resolve discrepancies between invoices, statements, and payments.
- Communicate with the Director of Finance regarding status of accounts or as issues arise.
- Capable to work collaboratively with Directors and managers from a wide range of department areas.
- Additional finance-related and administrative duties as assigned in support of goals and objectives.
- Self motivated and works well in a changing fast paced environment.
- Provide exceptional client service through communication, courtesy and respect.
- Complete files accurately with close attention to deadlines, budget and recovery.
- Adhere to all professional obligations and ethical standards.
- Maintain up-to-date accounting knowledge by participating in external and internal training as required and directed by the Director of Finance.



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Qualifications/Requirements

Essential

- 3 Consecutive years accounting/finance experience in a First Nation and/or Not-For-Profit environment.
- Grade XII or equivalent.
- Post-secondary courses in accounting or an equivalent combination of education & experience as determined by SERDC.
- 3 years or more experience working with ACCPAC.
- Certified or willing to work toward certification for a CB “Certified Bookkeeper” designation/certification, and/or Computerized Accounting Diploma and/or Accounting Payroll Administrator Certification from a recognized institution in Manitoba/Canada within a mutually agreed upon time frame.
- Must be able to take accounting knowledge and apply it to real life situations.
- Experience and knowledge of accounts payable A/P, accounts receivable A/R, and maintaining General ledger(s).
- Capable and excellent understanding and application of MS Office programs.
- Knowledge of SERDC and its member First Nations, the organization and its programs.
- Excellent verbal and written communication skills.
- Must demonstrate attention to detail and organizational skills, and enjoy working in a team environment as well as independently.
- Strong analytical, problem solving, time management skill set with the ability to meet deadlines.
- Capable of taking initiative and follow through to continuously improve internal processes when identified.
- Must demonstrate reliability, responsibility, and dependability, in fulfilling obligations in an effective, efficient and timely manner.
- Must have Valid driver’s license and access to an insured reliable vehicle.
- Capability to lift at least 25lbs and travel to SERDC communities when requested.
- Participate in internal/external meetings as required, and other networking and professional development opportunities as identified by immediate supervisor.
- Adhering to all SERDC policies.
- Undertaking other tasks as assigned.

Desired

- Ability to speak Ojibway.

Conditions of Employment:

Must produce a satisfactory Criminal Record Check.



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We offer:

- A competitive salary.
- A full and unique benefit plan.
- An opportunity to become part of a dynamic, collaborative, progressive, inclusive, respectful, and high-performing team.
- Available Parking.

SERDC recognizes the importance of building an exemplary service delivery organization that is equal, inclusive and reflective of the population it serves. Preference will be given to qualified SERDC or First Nation members who voluntarily self-declare in their application.

We thank all applicants for their interest in this position, however only those selected for interviews will be contacted.

Deadline for application: December 14, 2018 @ 4pm. Late or incomplete applications will not be accepted.

Please send current resume in confidence to:

Rhonda Kirkness

Director of Human Resources
6th Floor – 360 Broadway Avenue
Winnipeg, MB R3C 0T6
Email: rhondak@serdc.mb.ca
Phone: (204) 956-7500 Fax: (204) 956-7382