



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
UNIT/OFFICE: Winnipeg Service Delivery Office (WSDO)
LOCATION: 315 McGee Street, Winnipeg, Manitoba

Position: Child Maintenance Finance Clerk
One (1) Full Time Permanent position

Summary of Position:

The Child Maintenance Finance Clerk performs accounting duties related to maintenance portion of rate. Enter data and issue correct payments to caregivers, foster parents, support workers and vendors. The Child Maintenance Finance Clerk is responsible for filing monthly accounting spreadsheets and ensure data is up to date when generating monthly computer reports. Maintain accurate information in the accounting database.

Qualifications:

- Post- Secondary Education (Business Administration) preferred
- 1 Year experience in office Administration preferred
- Microsoft office (Excel, Word and Office Suite)
- Strong mathematical skills
- Office accounting experience an asset
- Demonstrated knowledge of Northern communities
- Microsoft office (Excel, Word and Office Suite)
- Ability to speak and write Cree/Dene an asset

Working Conditions:

- Fast paced, time sensitive, child welfare working environment
- Professional environment
- Independent work
- Maintain satisfactory Criminal Record check, Child Abuse check, Prior Contact check and Drivers Abstract prior to starting the position and throughout employment as required.
- Repetitive computer work

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience.

Closing Date: Tuesday, April 2, 2024

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. **Applicants are encouraged to self-identify.** Individuals interested in this challenging opportunity please reference **Competition Number 2024-028 on your resume/cover letter and in the subject line of your email** in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2024-028
315 McGee Street
Winnipeg, MB R3G 1M7
Fax: 204-790-4455
Email: hr@awasisagency.ca

We thank all applicants who apply, however, only those selected for an interview will be contacted.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.