



**Ka Ni Kanichihk Inc.
Finance Clerk
Employment Opportunities – Full Time
Term up to 12 months (Maternity LOA)**

Ka Ni Kanichihk Inc. Is a nonprofit, community based; Indigenous lead human services organization that provides a range of Indigenous identified programs and services that focus on the wholeness, wellness and that builds on the strengths and resilience of Indigenous People.

About the Role

The Finance Clerk will be responsible for managing Ka Ni Kanichihk's accounts payable and receivable; accurately completing payroll with all requisite deductions and maintaining appropriate financial documentation through an organized system of filing. Other responsibilities will include submitting monthly reports to accounting, making accurate monthly remittances, recording deposits to the General Ledger as well as processing payable cheques, providing assistance with annual audit working papers, ensuring timely and accurate invoicing, updating the internal database and completing administrative duties related to the Finance Department.

What You Bring

- You've completed a College Diploma in Business Administration, Finance, Accounting, or a related field
- You have 2-3 years in the Finance industry
- You have solid experience working with budget, accounting, and reporting systems
- You have an attention to detail and a high degree of accuracy
- You have strong time management skills, and can balance a myriad of tasks, meet deadlines, and prioritize duties
- You have a well-defined sense of diplomacy, including sound judgment and the ability to maintain a high level of confidentiality
- You are very proficient with Microsoft Office, in particular Excel and Word
- You are able to work effectively with other departments, key business partners, and government agencies
- Knowledge and experience with office equipment such as photocopiers, telephone systems, email and fax machines
- You are bondable
- Proficiency with Microsoft Dynamics Great Plains Accounting software is an asset
- Experience working in the not-for-profit sector is a bonus!

Candidates are required to provide a current Criminal Record Check, Child Abuse Registry Self-Check, valid driver's license, access to a vehicle and a clear driver's abstract.

Ka Ni Kanichihk is committed to achieving employment equity, therefore encourage applicants to self-declare in Cover letter if Indigenous (*First Nation includes Status, Treaty or Non-Status, Metis and Inuit*).



Please forward your Cover letter and Resume, and three supervisor references to:

Fiorina Pasquarelli
Human Resource Administrator
Ka Ni Kanichihk Inc.
455 McDermot Ave.
Winnipeg, MB R3A 0B5
Fax # (204)953-5824
Email: fpasquarelli@kanikanichihk.ca

Applications for this position will be received up to **Tuesday, May 28, 2019 at 4pm.**

We anticipate this term to begin early July 2019 and end early August 2020. This term may expire sooner to the date indicated, subject to a minimum two (2) weeks' notice.

Ka Ni Kanichihk thanks all applicants, however only those selected for an interview will be contacted.