



DAKOTA OJIBWAY TRIBAL COUNCIL – HEALTH SERVICES

EMPLOYMENT OPPORTUNITY

POSITION: Finance Assistant
Dakota Ojibway Health Services (DOHS) – Administration

ADVERTISEMENT # 2425-7

LOCATION: Dakota Ojibway Health Services
200-200 Alpine Way, Headingley, MB R4H 0B7

CLOSING DATE: Monday, July 15, 2024 @ 4:30 pm

FINANCE ASSISTANT

Under the direction of the Finance Manager, the Finance Assistant is responsible for providing financial, administrative and clerical support to the Finance Team. The successful incumbent will support the Finance Manager in receiving and verifying invoices and requisitions for goods and services; verifying transactions comply with financial policies and procedures; review check requisitions; verifying and processing invoices; data entry; preparation of reports; processing and distributing cheques; reconciliation and maintaining a data base of transactions.

KEY RESPONSIBILITIES:

- Work with DOHS Finance Team and DOTC Accounts Payable to resolve issues that arise with purchase orders and invoices.
- Verify purchase orders and cheque requisitions for appropriate approval.
- Assist with the distribution of cheques for pick up, mailing and depositing.
- Prepare invoices for data entry.
- Maintain listing of accounts payable, vendor files and general ledger.
- Verify and reconcile visa receipts monthly.
- Verify and process mileage claims.
- Support in processing, verifying and balancing invoices and charging GST and PST for all programs as appropriate.
- Ensure confidentiality and safekeeping of DOHS documents and records.

QUALIFICATIONS: (including, but not limited to)

- High School Diploma or equivalency; Post-Secondary Diploma in related field preferred
- Minimum two (2) years of bookkeeping and accounting experience
- Minimum two (2) years' experience in an office environment
- Experience in ACCPAC an asset
- Knowledge and understanding of financial and bookkeeping processes and practices
- Ability to gather data, compile information and prepare reports
- Excellent financial and mathematical skills
- Proficient in use of Apple Products and Microsoft Office Applications
- Must have excellent written and verbal communication skills
- Attention to detail and strong interpersonal skills

CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver's License
- Access to a reliable vehicle

Interested applicants are invited to forward a resume and cover letter, including two (2) references to:

Attn: Erica Nicholson, Human Resource Officer

Ph: (204) 239-8650 Fax: (204) 857-6037

Email: humanresource@dotc.mb.ca

****Please indicate the Advertisement Number and Position Title in the subject line and/or body of your email****