



DAKOTA OJIBWAY TRIBAL COUNCIL – HEALTH SERVICES EMPLOYMENT OPPORTUNITY

POSITION: Finance Clerk
LOCATION: Dakota Ojibway Health Services (DOHS)
CLOSING DATE: Monday, August 15, 2022 @ 9am
(Internal posting; open to DOTC employees and community members)

FINANCE CLERK

Under the direction and supervision of the Dakota Ojibway Health Services (DOHS) Leadership which consists of the Director of Health and the Assistant Health Director, the Finance Clerk will be responsible for providing financial, administrative and clerical support in order to ensure effective, efficient and accurate financial and administrative operations.

KEY RESPONSIBILITIES:

- receiving and verifying invoices and requisitions for goods and services;
- verifying that transactions comply with financial policies and procedures;
- review check requisitions;
- verifying and processing invoices;
- data entry;
- preparing reports;
- processing and distributing cheques;
- reconciliation;
- maintaining a general ledger of transactions;
- supporting DOHS staff with budgeting and reconciliation;

QUALIFICATIONS & OTHER KEY SKILLS/KNOWLEDGE:

- Book keeping certification or equivalency, preferred with an understanding of Generally Accepted Accounting Principles (GAAP)
- Minimum three (3) years' experience in an office environment, including word processing using spreadsheets, and record management.
- Minimum of two (2) years of accounting and finance related studies, or three (3) years of bookkeeping and accounting experience.
- **Must be highly organized, punctual, and reliable.**
- Knowledge of DOTC programs, services and Communities
- 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
- Strong ability to independently solve problems
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- In-depth knowledge of First Nations health and wellness system needs
- Good organizational, time management and prioritizing skills

CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver's License
- Current Criminal Records/Vulnerable and Child Abuse Registry Checks
- Access to a reliable vehicle

Interested applicants are invited to forward a resume and cover letter,
including two (2) reference letters from most recent employers to:
DAKOTA OJIBWAY TRIBAL COUNCIL Attn: Erica Nicholson
Ph: (204) 239-8650 Fax: (204) 857-6037 Email: humanresource@dotc.mb.ca