



# DAKOTA OJIBWAY TRIBAL COUNCIL HOUSING AUTHORITY INC.

## EMPLOYMENT OPPORTUNITY

**POSITION:** Finance Clerk

**LOCATION:** Dakota Ojibway Tribal Council Housing Authority Inc.  
130-200 Alpine Way, Headingly, MB R4H 0B7

**CLOSING DATE:** Open until filled

### FINANCE CLERK

Under the direction of the Director of Housing of Dakota Ojibway Tribal Council Housing Authority Inc. the Finance Clerk is responsible for providing financial, administrative and clerical support. The incumbent will be responsible for the day-to-day accounting functions and entering all data into SAGE system and will be required ensure they are verifying transactions. The incumbent must also have the ability to deal with tenants and trades people relating to accounting records.

#### KEY RESPONSIBILITIES:

- Enter financial transactions into the accounting software or spreadsheets accurately
- Verify and reconcile financial records, including invoices, receipts, and purchase orders
- Generate invoices for services or providers when needed and then enter all data
- Monitor and track receivables, maintain accounts receivable listing. Assist in collections efforts when needed
- Record all rental payments and records all rental charges into the accounting software
- Reconcile and prepare all security deposits on monthly basis to spreadsheets
- Prepare bank deposits, reconcile bank statements with internal financial records
- Processing, verifying and balancing invoices and charging GST and PST for all programs as appropriate.
- Cover other finance departments tasks as per operational requirements
- Maintain organized and up-to-date financial filing system.

#### QUALIFICATIONS: (including, but not limited to)

- High School Diploma or equivalency; Post-Secondary Diploma in related field preferred
- Minimum two (2) years of booking and accounting experience
- Minimum two (2) years' experience in an office environment, including word processing skills (SAGE, MS Word, Excel, Outlook) and record management
- 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

**We thank all who apply and advise that only those selected for an interview will be contacted.**

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

**DAKOTA OJIBWAY TRIBAL COUNCIL HOUSING AUHTORITY INC.**

**Attn: Erica Nicholson, Human Resource Officer**

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

Email: [humanresource@dotc.mb.ca](mailto:humanresource@dotc.mb.ca)