



Métis Settlements General Council



Junior Finance Assistant

EMPLOYMENT POSTING

REPORTS TO: MSGC Finance Coordinator
DATE POSTED: January 07, 2019 **CLOSING DATE:** January 21, 2019 at 4:30 p.m.
STARTING SALARY: \$45,500 to \$50,960 annually, based on qualifications
TERM OF EMPLOYMENT: Full Time- 35 hours per week, Benefits upon completion of probationary period

Position Summary:

Reporting to the Finance Coordinator, this position is responsible to work as a team member of the Finance Office by providing accounting assistance required.

General Duties and Responsibilities:

While the specific duties will change from time to time, the duties of the Finance Assistant in their Role of Executing their responsibilities will include:

- Assist with daily accounting functions including but not limited to bank deposits, accounts payable and receivable, bank reconciliations and financial reporting.
- Processing of invoices and expense accounts, preparing cheques and finance department filing.
- Adhere to all General Council Policies.
- Perform any other duties as assigned by the Finance Coordinator.

Qualifications:

Education and Knowledge:

- Post-secondary education in Accounting or Business Administration
- Equivalent education and/or work experience will be considered
- Intermediate Microsoft Excel skills
- Experience with QuickBooks software preferred
- Knowledge of Metis Settlements and applicable legislation

Other:

- Excellent interpersonal and organizational skills
- High degree of self-motivation
- Ability to pay attention to detail
- Must adhere to professional, ethical and confidential codes of behavior in all aspects of the position

Please submit your cover letter and resume electronically to:

Brenda Sayers
Director of Corporate Services
Email: bsayers@msgc.ca
Phone: 780- 822-4096
Fax: 780-489-9558

We thank all candidates for their interest; however, only those selected for an interview will be contacted.