



# Louis Riel Institute



As an affiliate of the Manitoba Métis Federation Inc. (MMF), the Louis Riel Institute (LRI) is responsible to the Métis people of Manitoba to provide programs, resources and services related to education and culture.

The Louis Riel Institute seeks to fill one **Full-time Accounting and Finance Manager** position located in **Winnipeg, MB.**

## **Accounting and Finance Manager**

The Accounting and Finance Manager will be responsible for overseeing the daily operations of the Accounting and Finance Department. Supervising and reviewing all A/R and A/P, financial statements, budget reviews, audit, establish work priorities, ensure deadlines are met and that procedures are followed.

### **Job Duties/Competencies:**

- Prepare, examine and analyze accounting records, financial statements and other financial reports to assess accuracy completeness and conformance to reporting and procedural standards
- Develop and monitor the annual budget including forecasting revenues and expenses and analyzing variances
- Review reconciled general ledger and bank accounts for accuracy
- Monitor cash flow
- Issue monthly and quarterly financial statements, budgets and profit plans
- Audit preparation and compliance

### **Skills and Qualifications:**

- Accounting Diploma or degree and CPA Capstone 1 and above
- Five years' work experience in general accounting, accounts payable, accounts receivable, budgeting, financial planning and analysis
- Self-motivated with the ability to meet deadlines while multitasking
- Excellent interpersonal and organizational skills
- Excellent analytical and problem-solving abilities
- Excellent communication skills: both written and verbal
- Experience working in a not-for-profit organization and Indigenous community an asset
- Knowledge of Métis culture, LRI programs and services is a definite asset
- General knowledge of MMF programs, services, and governance
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle

LRI offers comprehensive benefits package including; health, dental, vision, pension and vacation.

LRI requires a satisfactory criminal record check prior to commencement of employment. LRI will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Qualified Métis applicants are encouraged to apply and self-identify on their resume. While we thank all applicants for their interest, only those selected for interviews will be contacted.

**Salary Range:** \$70,000-\$75,000 - dependent on education and experience

**Closing Date:** Until filled

Please forward cover letter and resume to:

**Louis Riel Institute**

Email: [lrihr@lrilearn.ca](mailto:lrihr@lrilearn.ca)