



Louis Riel Institute



As an affiliate of the Manitoba Métis Federation, 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 Finance Officer** position located in **Winnipeg, MB**.

Finance Officer

Finance Officer will be responsible for entry and maintenance of financial records. The main functions of this position are to calculate, prepare and process invoices for accounts payable and receivable, purchase order monitor, reconcile accounts and follow up, maintain and organize financial files and track and record all payments.

Job Duties/Competencies:

- Calculate, prepare and process invoices for accounts payable and receivable
- Prepare and process cheque requisitions
- Calculate, code and process vouchers and journal entries
- Review, summarize and reconcile receipts and expense claims
- Reconcile all documentation related to the claims to ensure accuracy
- Assist with the maintenance of general ledger accounts and financial statements
- Prepare statistical, financial and account reports
- Monitor and maintain related files both hard copy and electronic
- Assist and prepare documents for annual audit
- Prepare and submit financial reports for service provider claims and external funding

Skills and Qualifications:

- College-level certificate in accounting or equivalent combination of education and experience
- Two years minimum working experience as a finance officer or similar roll
- Advanced familiarity with GAAP
- Experience dealing with confidential and sensitive information
- Strong attention to detail
- Extensive experience with Quickbooks
- Experience creating and maintaining filing systems including both hard copy and electronic files is considered an asset
- Ability to meet deadlines while multitasking in a fast-paced environment
- Ability to work with minimal supervision
- Proficiency in a variety of computer applications including MS Office Suite, MS Office 2010 with advanced working knowledge of Excel
- Excellent communication skills; both written and verbal
- Knowledge of LRI programs and services
- Acceptable Criminal Records check
- 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: Dependant on education and experience.

Closing Date: Until filled

Please forward cover letter and resume to:

Louis Riel Institute

Email: lrihr@lrilearn.ca