



Louis Riel Institute



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

Finance Clerk

The Under the supervision of the Director of Louis Riel Vocational College, the Finance Clerk is responsible for the verification of calculation, processing, recording, remitting, and reconciling all relevant documentation for accounts receivable and payable. Establish work priorities, ensure deadlines are met and procedures are followed. Must be able to work independently and as part of a team.

Job Duties/Competencies:

- Calculate, prepare, and process invoices for accounts payable & receivable
- Calculate and prepare cheque requisitions for accounts payable
- Review, summarize and reconcile receipts and expense claims
- Review and monitor contracts and agreements, identifying contract value, duration, eligible costs
- Prepare statistical, financial and account reports
- Monitor and maintain related files both hard copy and electronic
- Reconciling all documentation for vendor accounts

Skills and Qualifications:

- Accounting diploma or certificate required
- 1 year work experience in general accounting, accounts payable, and accounts receivable required
- 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 Red River 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 Red River 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