



Anishinaabe Child & Family Services

Head Office

Fairford, Manitoba R0C 0X0

Tel: (204) 659-4546 Fax: (204) 659-5877



Outreach Office 56-1313 Border Winnipeg, MB R3H 0X4 Tel: 942-0788 Fax: 957-1734	Lake MB FN Box 1248 Lake MB FN MB, R0C 3K0 Tel: 768-2317 Fax: 768-9007	Ashern PO Box 451 Ashern, MB R0C 0E0 Tel: 768-2852 Fax: 768-2630	Pinaymootang First Nation Fairford, MB R0C 0X0 Tel: 659-5707 Fax: 659-5877	Little Saskatchewan First Nation St. Martin, MB R0C 2T0 Tel: 659-4403 Fax: 659-5391	Lake St. Martin First Nation Gypsumville, MB R0C 1J0 Tel: 659-5855 Fax: 659-5724	Dauphin River First Nation Gypsumville, MB R0C 1J0 Tel: 659-5810 Fax: 659-5816
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EMPLOYMENT OPPORTUNITY

FINANCE CLERK

HEAD OFFICE – FAIRFORD, MB.

Anishinaabe Child & Family Services is seeking a Finance Clerk on **full-time permanent position** at the Head office in Fairford, Manitoba. The successful candidate will work directly under the supervision of the Director of Finance.

DUTIES:

- Enter data into computerized payment system
- Photocopying and filing for Finance unit
- Maintains all confidential information in accordance with the established procedures and Provincial Legislation
- Other duties as assigned

QUALIFICATIONS:

- Grade 12 Diploma
- Experience working in an office
- Excellent oral and written skills
- Must be computer literate
- Must be able to work with a minimum supervision
- Must be organized
- Ability to work as a team player

The successful applicant must provide a clear Criminal Record Check and a Child Abuse Registry Check.

DEADLINE FOR RESUMES: THURSDAY, FEBRUARY 7, 2019 @ 12:00 NOON

PLEASE SUBMIT RESUME WITH COVER LETTER AND THREE (3) REFERENCES TO:

HENRIETTA PRATT
HUMAN RESOURCES MANAGER
 General Delivery
 Fairford, Manitoba
 R0C 0X0
EMAIL: Henrietta.Pratt@anishcfs.org
FAX: 1 (204) 659-5877

We thank you for your interest in applying however only those selected for an interview will be contacted.