



**“TOGETHER WE WILL CONTINUE TO BUILD A STRONG MÉTIS NATION”**

### **Finance Officer**

The Provincial Office of the Métis Nation of Alberta (MNA) is recruiting for a Finance Officer. Reporting to the Finance Manager, this role is responsible for the administrative functions related to accounts payable, accounts receivable, and payroll.

#### **RESPONSIBILITIES**

- Processing all invoices received for issuing payment;
- Correspond with vendors and maintain vendor files;
- Maintain payroll and personnel files;
- Collecting time sheets for processing payroll; and
- Provide support for all other corporate duties as assigned.

#### **SKILLS & KNOWLEDGE**

This position requires a proven level of initiative and judgment in order to organize and prioritize daily tasks and long-term objectives. Tact, diplomacy, and a commitment to teamwork are required in dealing with colleagues in an everyday working environment. Other necessary competencies include:

- Superior organizational and administrative skills;
- Demonstrated ability to think, act, and speak strategically;
- Excellent interpersonal skills;
- Knowledge of Métis culture and history an asset;
- High level of proficiency with spreadsheets and SAGE 300 (ACCPAC);
- Ability to produce professional documents, reports, and presentations;
- Proficient in Microsoft Office or other applicable software; and
- Demonstrated ability to deal with confidential information.

#### **EXPERIENCE**

A minimum 2 years of recent bookkeeping experience. Current working knowledge of SAGE 300 (ACCPAC). An understanding of payroll process is preferred.

**Closing Date: August 21<sup>st</sup>, 2017**

**Submit your resume to:**

Métis Nation of Alberta  
#100, 11738 Kingsway Avenue,  
Edmonton, Alberta, T5G 0X5  
E-mail: [employment@metis.org](mailto:employment@metis.org)

*The Métis Nation of Alberta thanks all applicants for their interest; however only those applicants selected for an interview will be contacted. No phone calls please.*