

FINANCE ASSISTANT, ACCOUNTS PAYABLE

Job Ad: 100-26-017

POSITION OVERVIEW

The Finance Assistant, Accounts Payable functions as a member of the Finance department and is responsible for assisting the Director of Finance with the day-to-day and monthly entries in the Sage Accounting System.

QUALIFICATIONS, EDUCATION & EXPERIENCE

- Minimum of a High School Diploma and business or finance education, or combination of relevant education and work experience;
- Minimum of three to five years of accounts payable, and general accounting support;
- Required proficiency in MS Office Software, including proficiency in Excel;
- Must have working experience with the Sage 300 ERP Accounting Program;
- Ability to maintain confidentiality and exercise extreme discretion;
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy;
- Ability to handle and prioritize multiple tasks and meet all deadlines;
- Strong time management and organizational skills and the ability to work under pressure;
- Excellent oral and written communication skills;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Ability to speak a First Nations Languages would be an asset;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Ability to travel to First Nation communities within Manitoba;
- Adhere to MFNERC policies and administrative procedures with specific attention to attendance and professional ethics.

To Apply, send your resume and cover letter along with (3) professional references to:

Email: employment@mfnerc.com

Deadline: November 14, 2025 at 4:00 pm

Preference will be given to qualified First Nations applicants and all applicants must be entitled to work in Canada. *Please visit our website www.mfnerc.org or scan QR code for complete MFNERC Employment Listing:*



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