



# *Manitoba Keewatinowi Okimakanak Inc.*

## **Head Office**

Nisichawayasihk Cree Nation  
Nelson House, Manitoba  
R0B 1A0

## **Thompson Sub-Office**

205-55 Selkirk Avenue  
Thompson, Manitoba  
R8N 0M5

## **Winnipeg Sub-Office**

1601-275 Portage  
Winnipeg, Manitoba  
R3B 2B3

[www.mkonorth.com](http://www.mkonorth.com)

## **EMPLOYMENT OPPORTUNITY- Thompson Office**

Manitoba Keewatinowi Okimakanak Incorporated is seeking a highly motivated individual that will perform the functions of Aboriginal Skills & Employment Training Strategy (ASETS) Project Officer. The successful candidate will facilitate and support the administration and development of ASETS programs with its MKO First Nation communities.

### **ASETS Finance Administrator**

The role of the ASETS Financial Administrator is that all expenses incurred by ASETS are processed and recorded on a monthly basis. This includes providing updated intercompany accounts on a quarterly basis for the program. The Finance Administrator will adhere to Generally Accepted Accounting Principles and will enhance current financial quarterly reporting required by the ASETS/MKO Contribution Agreement.

### **Qualifications:**

- Formal training in the area of accounting and/or a minimum two to three years' related experience or equivalent combination of education related to the duties and responsibilities specified;
- Experience in analyzing and reconciling monthly, quarterly, or annual financial reports;
- Knowledge of the guidelines and reporting requirements of the ASETS Program;
- Must have knowledge and experience in Goods and Services Tax rebate submissions;
- Strong written and verbal communication skills;
- Strong organizational and problem-solving ability with a demonstrated commitment to deadlines, accountability, and details;
- Excellent time and resource management and strong program administration skills;
- Must be computer literate and be proficient with MS Office (specifically Word and Excel)
- Working knowledge of all modules in Sage 300 Advanced (ACCPAC Version 2016)
- Ability to work independently and with a team with minimal supervision
- Valid Class 5 Drivers license; must be willing to travel to communities;
- Ability to speak a First Nation language is a definite asset.

Salary is dependent upon qualifications and experience. A comprehensive benefits package is provided. A complete job description can be obtained by calling (204) 677-1600. Interested candidates are invited to submit in confidence, a cover letter with resume along with at least 3 work related references by

### **DEADLINE FOR APPLICATIONS: June 11, 2018**

Submit detailed resume with three (3) written references, with written permission to contact references. Mark application CONFIDENTIAL to:

**Larry Flett ASETS Program Manager**

**205-55 Selkirk Avenue Thompson, MB R8N 0M5**

**Phone: (204) 677-1600 or 1-800-442-0488**

Applications may be submitted by mail, facsimile (204) 778-7655 or e-mail [larry.flett@mkonorth.com](mailto:larry.flett@mkonorth.com)  
**Only those applicants considered for further review will be contacted for an interview.**