



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

Unit: Quality Assurance Department

Location: Winnipeg, MB

Position: Quality Assurance Finance Coordinator
One (1) Full-Time Permanent Position

The Finance Administrative Services Coordinator performs accounting duties related to young persons who are/have transitioned from care with Awasis Agency. The Coordinator will oversee the TP/PMSS Finance Clerks, who are responsible for all finance-related activities, including managing the PMSS budget for Programming, Operations, and Indirect Services.

The Coordinator will be responsible for data keeping and entry, managing the program budget, ensuring all payments are made, and data and issuing correct payments to youth aged 18-26 approved for AYA extensions and/or Post Majority Support Services. The Coordinator will ensure that finance reconciliation and all measures for compliance and data gathering are completed, ensuring accurate information in both the accounting database FACTS and CFSIS database.

Key Responsibilities:

- Supervise and manage the finance and administrative staff in the TP/PMSS Program.
- Coordinating the planning, development, implementation and evaluation of programs and services for the TP/PMSS Program
- Ensure that the Finance and administrative staff in the TP/PMSS Program meet all reporting requirements and deadlines.
- Conduct compliance audits to ensure policies and procedures are being adhered to with respect to established processes.
- Ensure confidentiality and effective document maintenance, storage, and retrieval of information as per established protocols.
- Other related duties as negotiated.

Qualifications:

- A degree or Certificate in Finance related education.
- 3+ years of experience working in child welfare or a related field.
- Experience with applying for and/or reviewing accounts payable, accounts receivable, and other finance-related duties.
- Experience in supervising others is an asset.
- Knowledge of Microsoft Office suite software
- Working Knowledge of FACTS and CFSIS Database.
- Valid driver's license and access to a reliable vehicle.
- Ability to speak and write Cree or Denesuline an asset.

Working Conditions:

- Fast-paced, community-based, child welfare environment
- Confidential environment with access to highly sensitive information
- Background checks must meet Agency minimal acceptable standards

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience

Closing Date: Open Until Filled

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. **Applicants are encouraged to self-identify.** Individuals interested in this challenging opportunity please reference **Competition Number 2024-131 on your resume/cover letter and include it in the subject line of your email**, in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2024-131
315 McGee Street
Winnipeg, MB R3G 1M7
Fax: 204-790-4455
Email: hr@awasisagency.ca

We thank all applicants who apply, however, only those selected for an interview will be contacted.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.