

MA MAWI WI CHI ITATA CENTRE, INC
EXTERNAL Employment Opportunity / Competition

May 13, 2019

Position: Financial Analyst
Classification: Permanent Full-Time
Location: Headingley Ma Mawi Wi Chi Itata Administration site
Starting Salary: Subject to Qualifications

KEY RESPONSIBILITIES:

- Prepare financial statement summaries and analysis of the financial statements as requested by funders, program manager, as well as other stakeholders;
- Analyzes spending patterns on timely basis to ensure expenditures are within appropriate budget guidelines;
- Assist in the development of the annual budget and perform periodic analysis to ensure the organization is operating within budget guidelines;
- Periodically review balance sheet accounts to ensure accuracy;
- Ensures bank reconciliation is done in a timely manner;
- Help with year-end financial audit;
- Interact with both external and internal clients, including both program and operations managers;
- Performs other duties as assigned.

EDUCATION:

- Knowledge of accounts payable, receivable, bank reconciliation, including Generally accepted Accounting Principles;
- Knowledge of QuickBooks accounting software is preferred;
- Bachelor's degree in Accounting or Business Administration Diploma with a major in accounting is preferred;
- Actively pursuing CPA;
- Work requires willingness to work a flexible schedule;
- Mid to advance level of Microsoft software, especially Excel and other MS Office applications (Word, Access, PowerPoint);
- Solid knowledge of accounting functions;
- Detail oriented and organized with proven ability to meet deadlines;
- Excellent interpersonal skills and ability to interact with high credibility at all levels of the organization;
- Must demonstrate flexibility, strong commitment to meeting deadlines, and solid decision-making skills.

CLOSING DATE:

All letters of interest and resumes must be received no later than **4:00p.m May 21, 2019**

Attention: Jacqueline Trout,
Human Resources Assistant
Ma Mawi Wi Chi Itata Centre, Inc
350-200 Alpine Way
Headingley, Manitoba R4H 0B7
Fax # 204-946-5042 or HR@mamawi.com