



MANITOBA FIRST NATIONS POLICE SERVICE EMPLOYMENT OPPORTUNITY - FINANCE OFFICER -

The Manitoba First Nations Police Service is seeking applicants for the position of **Finance Officer** at their Portage la Prairie Headquarters Office. The financial officer oversees the financial transactions of the Manitoba First Nations Police Service with a primary responsibility to optimize the financial performance of MFNPS. Reporting to the Chief of Police, this individual is tasked with developing budgets, monitoring transactions, and preparing financial reports. They possess strong accounting and analytical skills.

Duties and responsibilities include:

- Record financial transactions on a computer system
- Produce financial forecasts
- Deal with payroll, invoices, expenses and benefits
- Resolve payment queries internally and with external contractors
- Administration and benefits package on behalf of Manitoba First Nations Police Service.
- Carry out financial audits
- Create monthly, quarterly and annual budget reports
- Present report findings to the Chief of Police
- Other duties as required

Criteria for candidate selection:

- Operational experience as well as financial experience
- Forecast using historical data
- Clean accurate book-keeping to produce reports
- Management of vendor agreements, pricing, sales and marketing using appropriate budgeting strategies
- Use of budget-to-actual reporting including short-term (3 month), mid-term (12 month rolling), and long-term (5 year) forecasts
- Work well in a team environment with good communication skills
- Strong interpersonal skills that contribute to a positive workplace

Position qualifications:

- Preferred college diploma or post-secondary certification in finance, accounting, business administration, or business management
- In depth knowledge of financial policies, procedures, and systems
- Willingness to learn new finance and/or human resource related skills and procedures
- Analytical and time management abilities
- Good oral and written communication skills
- Knowledge of First Nations communities would be an asset.
- Individuals will be subject to an enhanced reliability security clearance/criminal record check/child abuse registry.

Salary

Salaries are commensurate with qualifications.

Interested applicants should submit: a covering letter, a resume, (2) written letters of references, Valid Class 5 Manitoba Driver's License and current driver's abstract, and Criminal Record Check. Candidate will also further complete a Child Abuse Registry Check and provide upon receipt. All necessary documents can be forwarded to:

Chief of Police
Manitoba First Nations Police Service
PO Box 37, Portage la Prairie, MB R1N 3B2
Fax: (204) 856-5389 , Email: mfnp@mfnp.ca

MFNPS appreciates the interest of those who apply, however, only those under consideration will be contacted. **Deadline: April 29, 2022 (12:00 hrs CST)**

Incomplete packages will not be considered.