



**MANITOBA FIRST NATIONS POLICE SERVICE
EMPLOYMENT OPPORTUNITY**

-- MANAGER OF CORPORATE SERVICES --

The **Manitoba First Nations Police Service** is seeking applicants for the position of:

Position: **Manager of Corporate Services (MCS)**
Reports to: Chief of Police
Accountable to: Chief of Police
Location: Headquarters
Hourly Rate: Contract – full time

Summary of Function

The **Manager of Corporate Services (MCS)** works directly with the Chief and, collaboratively, with all members of the Senior Management Team. The MCS coordinates administrative and financial processes and procedures to ensure organizational effectiveness and efficiency and is responsible for planning and executing a wide range of administrative, financial, and managerial tasks to include:

- Maintaining budget, recording financial transactions on a computer system, creating budget reports
- Managing payroll, invoices, expenses, and benefits
- Implementing practices and procedures related to intra-office communications, records management, purchasing and hiring processes
- Fostering a positive workplace culture keeping office well-organized with good coordination, communication and support for office staff

Under guideline direction, the MCS is responsible to the Chief of Police for financial procedures, human resource processes, records management, IT, and coordinating arrangements related to special programs and initiatives.

Qualifications:

- Minimum of Grade XII; university/college degree in administration, business, or accounting preferred
- Minimum of 3 - 5 years of previous administrative, financial and/ or clerical experience
- Certifications in project management, bookkeeping, and event planning considered relevant
- Analytical and time management abilities
- Working knowledge of CPIC, PROS/RMS and other police related data bases considered an asset
- Considerable knowledge of budget, personnel, and accounting especially as they relate to supervision and administration.
- Knowledge of accounting functions and principles
- Experience in financial management and financial file maintenance
- Knowledge of IT infrastructures, software, hardware, and ability to troubleshoot minor issues
- Ability to facilitate training for civilians and sworn members in policing environment
- Knowledge of occupational health and safety legislation including policy development and training
- Training in the sharing of information using the privacy acts (PHIA and FIPPA)
- Understanding of risk management requirements
- Knowledge, skills, and conceptual understanding of alternative dispute resolution including mediation through documented processes considered an asset

Qualifications (cont'd):

- Ability to handle multiple projects, meet multiple deadlines, and problem solve
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office software applications, advanced Excel skills considered an asset; financial accounting software, records management, systems, time management software, and general computer skills
- Experience working in a policing environment would be considered an asset

Criteria for candidate selection:

- Ability to attain and maintain relationships characterized by trust and understanding
- Experience in handling a wide range of administrative tasks
- Well-organized, flexible, and able to support an office of diverse people and personalities
- Ability to learn very quickly and comfortable working in a fast-paced environment
- Detail oriented, flexible, positive, accessible, and adaptable
- Ability to exercise professional judgment and reasonableness in a variety of situations
- Work well in a team environment with good communication skills
- Strong interpersonal skills that contribute to a positive workplace

Salary & Benefits:

- MFNPS offers competitive salary and benefits
- Salaries are commensurate with qualifications

Other requirements:

- A thorough background check will be completed prior to start date
- A valid Class 5 Drivers Licence is required

Deadline for Applications:

- Friday, July 8, 2022, at 1630 hrs CDT (4:30 p.m. Central Daylight Time)

A complete application package should include:

- Cover letter
- Resume
- (2) written letters of reference
- Valid Class 5 Manitoba Driver's License
- Criminal Record Check
- Child Abuse Registry Check

Please forward necessary documents to:

Manager of Corporate Services Search
c/o 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 all who apply, however, only those under consideration will be contacted. Incomplete packages will not be considered.