



MANITOBA MÉTIS FEDERATION

SENIOR BOOKKEEPER

March 3, 2026

Posting #25-15-035

The Manitoba Métis Federation (MMF) is the democratically elected National Government of the Red River Métis, also known as the Manitoba Métis. The Red River Métis are a distinct Indigenous Nation and People, and Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Senior Bookkeeper** position within our **Red River Métis Business Development Corporation** located at 333 Main Street in **Winnipeg, MB**. The Senior Bookkeeper is responsible for the verification, calculation, processing, recording, remitting, and reconciling of finances of an assigned portfolio of Red River Métis businesses. Additionally, the incumbent will be responsible for leading month-end peer-to-peer review.

Job Duties/Competencies:

- Calculate, prepare and process receipts/invoices for multiple clients;
- Review, summarize and reconcile general ledger accounts;
- Set up and maintain related client files, both hard copy and computerized;
- Ensure financial recording accuracy and compliance with established accounting standards, procedures and internal controls;
- Lead peer-to-peer review within bookkeeping department;
- Prepare statistical, financial and account reports;
- Mentor and review client files within department;
- Reconcile all documentation for client accounts.

Skills and Qualifications:

- Degree, Diploma, or Certificate in Business Administration, Finance, Accounting, or related field or equivalent combination of education and experience;
- Minimum five years' experience in full-cycle accounting in public practice preferred;
- CPB designation with Certified Professional Bookkeepers of Canada or desire to obtain is an asset;
- QuickBooks Advanced Certification preferred;
- Demonstrate expert level experience using QuickBooks Online;
- Experience in Financial Management with proven ability to calculate, post and manage accounting figures and financial records;
- Extensive experience with maintaining confidential records and files, posting data, and making calculations with speed and accuracy;
- Ability to maintain effective working relationships with internal and external members and stakeholders;
- Strong organizational, interpersonal and time management skills;
- Knowledge of Red River Métis culture, and MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation.

Please submit your resume and cover letter, referencing the job posting number. This position is open until filled.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Red River Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave, Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.