



PEGUIS MAIN OFFICE
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WINNIPEG OFFICE
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Peguis Child and Family Services Job Posting

Job Title: Finance Data Clerk

Competition Number: 2025-10-20 B

Salary Range: AK2-1 +\$55,831.00 (based on credentials and experience)

Location: Winnipeg, MB

Type: Full Time

Date Posted: Monday October 20, 2025

End Date: Friday October 31, 2025

Job Overview:

The Finance Data Clerk is responsible for providing financial, administrative, and clerical services by providing these services effectively and efficiently, which will ensure that finance operations and maintenance are accurate and up to date. The Finance Data Clerk reports to the Director of Finance

Key Responsibilities:

- Maintain confidentiality
- Enter Finance Transactions into the Agency database with a high level of accuracy
- Assist in the preparation of financial reports and statements
- Collaborate with the finance team to address data-related issues and discrepancies
- Ensure compliance with Agency policies and procedures
- Support the month-end and year-end closing processes

Qualifications:

- Knowledge of Peguis First Nation Legislation "*Honouring Our Children, Families, and Nation Act*" is considered an asset
- Excellent Interpersonal skills, both written and verbal
- Strong analytical skills with high attention to detail and accuracy
- Experience with accounting and other computer software (Excel, PowerPoint, SAGE 300, SIMPLY)
- Demonstrated report writing and data analysis skills, being able to identify trends and discrepancies
- Maintain a high degree of professionalism, courteousness, and friendliness
- Self-motivated and dedicated team player
- Valid Class 5 driver's license with insured vehicle

EDUCATION & EXPERIENCE:

- Completion of a post-secondary accounting program/or certificate in a related field considered an asset
- Minimum 1 year of experience with Sage 300 Accounting Software

How to Apply: Send a cover letter, resume, and three (3) references to:

Email: hr@peguiscfs.org

Fax: 204-632-7226

Phone: 204-632-5404

All applicants will be subject to satisfactory pre-employment drug test, criminal records, child and adult abuse registry and prior contact checks. Please cite the competition number and position in the subject line when submitting by email. We thank all who apply, however, only those candidates selected for an interview will be contacted. First Nation applicants are encouraged to self-identify as being of First Nations descent.