



EMPLOYMENT OPPORTUNITY

Island Métis Family & Community Services Society provides a variety of support programs to Métis children and families living in the greater Victoria area. Currently, IMFCSS is accepting employment applications for the following position.

Finance Clerk (Part-Time, 6 months Contract Position)

Minimum Qualifications:

- Minimum of a high school diploma, with preference given to candidates with relevant post-secondary education or equivalent experience.
- Demonstrated ability to analyze financial data.
- Demonstrated effective teamwork and ability to work independently.
- Excellent organizational, record-keeping skills, attention to detail and accuracy in financial transactions.
- Proficiency in the use of computer software, including Microsoft Word and Microsoft Excel.
- Knowledge of Indigenous cultural practices, traditions and contemporary issues affecting Indigenous peoples, preferably Métis and a willingness to learn.
- Valid driver's license and reliable transportation required.
- Successful candidate will be subject to a criminal record review, police record check and other reference checks.

Experience:

- One to two years of administrative experience, preferably in a finance-related role.
- Or an equivalent combination of education, training, and experience.
- Experience working with Indigenous organizations or communities is an asset.
- Experience with QuickBooks is an asset.

Location:

- At the office of Island Métis Family & Community Services Society, at 345 Wale Road, Victoria.

This position is excluded from union membership. Hourly rate starts at \$29.82 per hour. Normal schedule of work is 20 hours per week, performed Monday through Friday, between the hours of 8:30 am to 4:30 pm, may include other hours based on agency need.

In accordance with *Section 41 of the Human Rights Act*, preference may be given to persons of Métis ancestry. *This position is open to male, female and gender diverse applicants.*

A complete Job Description can be provided upon request.

Interested people are invited to submit a **cover letter** and **resume as a single document (PDF or Word file)**, clearly outlining how they meet **all** of the above qualifications for this position to:

Paulina Galván
Island Métis Family & Community Services Society
345 Wale Road, Victoria, BC V9B 6X2
Telephone: 250-391-9924
Email: paulinag@metis.ca

This posting is open until the position is filled.