



**DAKOTA OJIBWAY POLICE SERVICE
EMPLOYMENT OPPORTUNITY
- FINANCE ADMINISTRATIVE CLERK -**

The Dakota Ojibway Police Service is seeking applicants for the position of **Finance Administration Clerk** at their Portage la Prairie Headquarters Office. Interested applicants should submit a covering letter with a resume, (2) letters of references, Grade 12 High School Diploma or equivalent Grade 12 GED certificate, post-secondary Financial Accredited Course, Diploma preferred, valid Class 5 Manitoba Driver's License, current driver's abstract and Criminal Record Check. All necessary documents can be forwarded to:

Chief of Police
Dakota Ojibway Police Service
PO Box 37
Portage la Prairie, MB R1N 3B2
Fax: (204) 856-5389
Email: dops@dops.org

Incomplete packages will not be considered.

Finance Administration Clerk

- ◇ Responsible to the Chief of Police
- ◇ To perform the duties of preparing/amending operational plans and proposed budgets for funding negotiations.
- ◇ Coordination of accounts payables/receivables and payroll.
- ◇ Perform administrative functions with regard to compilation/distribution of statistical data.
- ◇ Administration of benefits packages on behalf of Dakota Ojibway Police Service.
- ◇ Administering and coordinating budgets, travel/expenses for Police Commission.
- ◇ Responsible for tendering and purchasing of capital budget items.
- ◇ Responsible to maintain fleet registration and insurance requirements.
- ◇ Provide Canadian Police Information Centre (CPIC) & Police Reporting Occurrence System (PROS) On-Call Relief as per schedule including being on-call after hours and weekends, as required.
- ◇ Keyboarding skills essential with a minimum of 40 words per minutes.
- ◇ Proficiency required in the knowledge of computer software (ie Windows, General Office, Equipment, Electronic Mail, Word Processing software, Spreadsheet software, Excel, Accounting Software, Database Software, Internet Browser).
- ◇ Knowledge of budgeting processes within an organization, administering police service budget.
- ◇ Ability to work in a team environment.
- ◇ Responsible to maintain the strictest confidence on all matters relating to the Police Service, including investigations, CPIC and personnel issues.
- ◇ Any other duties as assigned by Chief of Police.
- ◇ Understanding or capable of conversing in Dakota, Ojibway or Cree languages would be an asset.
- ◇ Individuals will be subject to an enhanced reliability security clearance/criminal record check/child abuse registry.

Qualifications

Experience an asset with a minimum of 2-3 years financial background.
Starting Salary - Salaries are commensurate with qualifications.

DOPS appreciates the interest of those who apply, however, only those under consideration will be contacted. **Deadline: December 22, 2017 (16:30 hrs CST)**