



CROSS LAKE EDUCATION AUTHORITY

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CAREER OPPORTUNITY

Cross Lake Education Authority

Finance Clerk, CLEA Administration Building

Cross Lake, MB

Full Time Position

Competition #2026 - 08

Cross Lake Education Authority invites applications for the position one (1) full-time Finance Clerk. This position is based at Cross Lake Administration office.

About the Position:

Reporting to the Finance Administrator, the Finance Clerk will be working in a fast-paced team environment and will be responsible for providing general accounting services and assistance to all departments within the Cross Lake Education Authority. The successful candidate will be expected to take initiative, manage multiple priorities, and coordinate with management to implement processes for increased efficiency. This position is based in Cross Lake, MB.

QUALIFICATIONS

Education:

- A certificate or diploma in business accountancy or business administration. Applicants with no formal training will be considered but they must provide demonstrated work experience in finance.

Experience:

- Proficiency using Sage Intacct accounting software.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to take initiative and work independently with minimal supervision.

- Have strong organizational and time-management skills with the ability to handle multiple priorities.
- Excellent interpersonal and communication skills.
- Knowledge of the Cree language would be considered an asset
- Strong leadership and problem-solving skills.
- Detail-oriented with excellent follow-through.
- Comfortable working in a fast-paced, and at times, a stressful environment.
- Ability to work independently and in a team environment.
- Must provide a satisfactory Criminal Records Check.

Knowledge and Abilities:

- Assist the Finance Administrator and Finance clerks as required.
- Is expected to cover for Finance staff who are out of the office and as such will be required to cross-train in Accounts Receivable, Accounts Payable, and Payroll.
- Ensure credit card charges are coded properly.
- Collect, receive, and report all GST with participating agencies in terms of refunds, deductions, etc.
- Will be responsible for ensuring all files are maintained.
- To maintain an inventory of all leased office equipment.
- Coordinate the booking of hotel and transportation needs related to school trips.
- Work with Office Manager in efforts to clean, organize, and digitize Finance documents and records.
- Work with the Finance team in preparing for audits and fiscal year-end.
- Other duties as assigned.

Requirement:

- The successful candidate will be required to provide a Criminal Record Check and Child Abuse Registry Check at start of employment and updated checks every two (2) years during employment
- A majority of CLEA employment positions are considered “safety sensitive positions” (working with children); therefore, a mandatory drug policy is in place, and all staff are required to undergo drug testing as a condition of employment. The authority for this policy is under the Cross Lake Band of Indians **By-law #279-105-25**. A by-law to Prohibit Illegal Drugs.

Interested applicants are invited to submit their resumé and cover letter (please identify the position title), along with 3 professional reference listings (including recent employer reference) to:

Human Resources
Cross Lake Education Authority
P.O. Box 370, Cross Lake, MB R0B 0J0
Email: hr@clea.mb.ca

Deadline to apply: **Open until filled**

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Cross Lake Band members. Incomplete and late applications will not be considered.

Please visit our website at <https://crosslakeeducation.ca>