



An Affiliate of the Métis Nation of Alberta

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metiscrossing.org

### **Summer Finance Assistant**

**Location:** Métis Crossing, Smoky Lake, AB

**Closing Date:** Until Suitable Candidates Found

**Position Status:** Seasonal (May – August), Full time (40 hours per week)

### **The Organization**

Métis Crossing is Alberta's first major Métis cultural destination where we share and celebrate the Métis culture with all people! With its unique design that combines both traditional and contemporary Métis craftsmanship, Métis Crossing is a special blend of comfort, culture, and Métis history. Directly adjacent to the Métis Crossing Cultural Gathering Centre, our 40-room boutique lodge offers scenic views overlooking the majestic North Saskatchewan River, the very route used by our Métis ancestors as they gathered at this very spot. The Lodge offers a Bistro for coffee and express breakfast, as well as a Lounge for cocktails and light snacks.

### **The Opportunity**

Métis Crossing seeks a dynamic & expressive individual for the position of Summer Finance Assistant. This is a summer term position with an end date of September 4<sup>th</sup>, 2023. The successful applicants will assist the Finance Team with overseeing day-to-day finance and play a significant role in establishing financial controls for Métis Crossing. The ideal candidate for this position will possess team building skills, sound excel knowledge, and the ability to perform bookkeeping (updating finance spreadsheets, reports, etc.).

### **Key Responsibilities**

- Assisting managers to respond to and resolve vendor and customer queries on finance-related matters.
- Reconciling bank deposits, EFT's, credit cards, debit cards, cheques, and cash in a timely and accurate manner.
- Conduct monthly reporting.
- Monitoring and providing analysis for tracking of expenses to budgets.
- Working with Métis Crossing staff on reconciliation of data and maintenance of a database on Sage 300 in line with Smart Hotel System and InfoPOS.
- General office administration, including ensuring a professional environment in the office, support the Director of Finance and Finance Manager in disseminating official correspondence, preparing presentations, filing and retrieving all financial, statutory, legal and insurance documents/agreements.

### **Skills & Competencies**

- Excellent communication and interpersonal skills; ability to effectively communicate both verbally and in writing with co-workers and external stakeholders.
- Ability to work well with peers in a group environment.
- Ability to work independently with little supervision.
- Ability to handle difficult situations with a calm demeanor.
- Excellent organizational and time management skills
- Computer literate with Microsoft Office programs and others
- Experience working with diverse teams of varying cultural backgrounds and ages.
- Strong organizational skills and attention to detail.
- Ability to manage multiple priorities and project deadlines.

### **Other Requirements**

- Must be returning to school full-time in the fall 2023.
- Availability to work a mixed schedule of days, evenings, and weekends.
- Ability to work at Métis Crossing in Smoky Lake.
- Clear Criminal Record Check required.

### **Employment Details:**

- Schedule will be based on a 40-hour work week, and will include weekdays, weekends, and holidays.

### **What we Offer:**

- A rich Indigenous cultural experience.
- Opportunity to work at the first Major Métis cultural destination.
- Personal development & career opportunities.
- Part time or casual employment during the school year.
- Training.

Please send your resume to [employmentmc@metis.org](mailto:employmentmc@metis.org)

*Métis Crossing thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.*