



FEMMES AUTOCHTONES DU QUÉBEC INC.  
QUEBEC NATIVE WOMEN INC.

## **Job offer:** **Finance Manager**

Québec Native Women is a non-for-profit organization that aims to support and defend the rights of Indigenous women in Québec, in order to help improve their quality of life. The main files of the organization are:

- Promotion of non-violence
- Justice and the rights of Indigenous women
- Employment and training for Indigenous women living in urban areas
- Promotion of health for Indigenous women
- Youth

### **Responsibilities:**

Under the responsibility of the President and the Executive Director, the Finance Manager will perform all tasks related to finance.

- Management of the expenditure policies
- Payroll management
- Relations with suppliers
- Accounts payable and receivable
- Accounting (working with the SIGEC software)
- Monthly, quarterly and annual financial reports
- Following up on executive project financial files
- Bank reconciliation
- Tracking purchase orders/quotes
- GST and QST reports
- Preparing per diem and travel expenses jointly with the special events coordinator and/or project manager
- Preparing various budgets upon request
- Any other task related to accounting
- Assist the President and/or Executive Director of QNW in all financial matters



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#### Requirements:

- Excellent written and oral communication skills in French and English
- Excellent interpersonal and intercultural skills
- Ability to work independently and in a team to achieve the overall goals and objectives of the project
- Flexibility, discipline and initiative
- Excellent sense of priorities, planning and organization
- Demonstrate interpersonal skills to negotiate partnerships and resolve conflicts
- Have a very good knowledge of Québec Nations and Indigenous organizations
- Knowledge of IBM software, Windows environment and the Internet
- Knowledge of accounting software (Accomba, SIGEC and/or Avantage) an asset

#### Experience and Job Training:

- DEP, DEC or AEC in administration with accounting option, or three to five years of pertinent experience

#### Work Conditions:

- Regular full-time position
- Starting date of position: immediately
- According to QNW salary scale

Only candidates selected for an interview will be contacted. Priority will be given to Indigenous candidates.

**Please send your resume before 4:30 pm on March 2, 2018**

**QUÉBEC NATIVE WOMEN INC.**  
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