



An Affiliate of the Métis Nation of Alberta

Box 548 17339 Victoria Trail

Smoky Lake, AB T0A 3C0

1-780-656-2229

metiscrossing@metis.org

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 destination where we share and celebrate the Métis culture with all people! With their unique designs that combine both traditional and contemporary Métis craftsmanship, The Lodge and the Gathering Centre at Métis Crossing are special blends of comfort, culture, and Métis history. Directly adjacent to the 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 here to trade. The Cultural Gathering Centre is the base for all our cultural and educational programs. The Lodge offers a Bistro for coffee and express breakfast, as well as a Lounge for cocktails and light snacks. Together they are an ideal location for corporate and government retreats as well as family gatherings.

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 1st, 2024. The successful applicant 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.
- Conducting monthly reporting.
- Monitoring and providing analysis for tracking of expenses to budgets.
- Working with Métis Crossing team members 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 Financial Controller 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 2024.
- Availability to work a mixed schedule of days, evenings, and weekends.
- Ability to work at Métis Crossing in Smoky Lake.
- Clear Criminal Record Check and Credit 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.
- Part time or casual employment during the school year.
- Training.

Please send your resume to employmentmc@metis.org

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