



Indigenous Women's Healing Centre

Position: Finance Clerk

Date of Posting: February 10th, 2026

Date of Closing: February 17th, 2025

This is a full-time position, Monday to Friday, 8-hour days.

Position Overview:

Under the direction and supervision of the Finance Manager, and in accordance with Centre standards, the Administrative/Finance Clerk is responsible for a wide range of high level administrative and clerical duties, including on-site financial functions. This position oversees the handling of the in-house bank accounts for all residents.

Qualifications Required:

- Bookkeeping and/or business administration education and experience – preferably 2 plus years of work-related experience. IWHC reserves the right to consider any combination of work and life experience deemed acceptable to fulfill this role.
- Must be proficient in Quick Books.
- Must be able to work independently.
- Carry out clerical duties such as filing, word processing, faxing, scanning etc.
- Must be able to maintain a central filing system.
- Must be able to multi-task and function in a high paced environment.
- Word processing speed of 40 - 60 wpm.
- Monthly data entry into a secure software system.
- Knowledge of Indigenous customs and traditions is essential.
- Incumbent must have and maintain a working knowledge of Centre programs and services as well as the requirements of Government and other funding sources.
- Must have a valid Manitoba Driver's License and access to a vehicle suitable for work purposes.

Skills Required:

- Must have demonstrated ability to work as part of a team.
- Must be able to work in a high stress/fast paced setting.
- Must have skills in both verbal and written communication.
- Handle all material in a confidential manner.

- Knowledge of Indigenous culture and traditions, community needs and issues, and Indigenous women's issues.
- Knowledge of an Indigenous language or dialect considered an asset.
- Must have Child Abuse Registry Check, Criminal Record Check and ability to pass Enhanced Security Screening.

We offer a comprehensive benefits program, competitive wages, pension, and paid time off.

Submit a resume and cover letter which outlines how your skills and qualifications are suited for this role by 3:00pm on day of closing to Christa Campbell, Manager of Human Resources via email to humanresources@iwhc.ca.