



OODENA GAS & CONVENIENCE

JOB POSTING

Finance Clerk

ABOUT US

Oodena Gas & Convenience is committed to delivering excellent service and quality products in a friendly, welcoming environment. We are looking for a motivated and experienced Finance Clerk to oversee daily and monthly financial operations and ensure regular deposits are being made, financial data is maintained, accurate record keeping and strong store performance.

PURPOSE

The Finance Clerk at Oodena Gas & Convenience provides essential financial and administrative support to ensure accurate and timely financial reporting and record-keeping. This role involves managing daily cash reconciliations, processing invoices and payments, preparing bank deposits, and assisting with general financial duties under the direction of the Store Manager. The Finance Clerk contributes significantly to maintaining strong financial controls and operational efficiency within the store.

ESSENTIAL FUNCTIONS

- Process daily cash reconciliations and balance cash reports, identifying and resolving discrepancies promptly.
- Accurately prepare and process invoices, receipts, and payments.
- Prepare and manage daily bank deposits.
- Maintain accurate and organized financial records and filing systems.
- Assist with month-end financial reporting and inventory reconciliations.
- Monitor and replenish cash floats as necessary.
- Communicate effectively with vendors regarding payment inquiries and account reconciliations.
- Provide administrative support to the Store Manager for finance-related tasks.
- Maintain confidentiality and handle financial information securely.
- Perform additional financial duties as assigned by the Store Manager.
- Reconcile tobacco and fuel taxes monthly.
- Prepare bi-weekly payroll

SKILLS & QUALIFICATIONS

- High school diploma or equivalent; post-secondary education in accounting or finance is an asset.
- Previous experience in a financial or administrative role is preferred.
- Knowledge of tobacco and fuel tax rebates is an asset.

- Proficient in basic accounting procedures and financial software.
- Strong attention to detail and excellent organizational skills.
- Ability to manage multiple tasks and meet deadlines efficiently.
- Competent in Microsoft Office Suite, particularly Excel.

COMPETENCIES, PERSONAL ATTRIBUTES, & ABILITIES

- Excellent numerical and analytical skills.
- Strong communication and interpersonal abilities.
- High level of integrity, discretion, and reliability.
- Ability to work independently with minimal supervision.
- Organized, proactive, and detail-oriented in all tasks.
- Positive attitude and commitment to contributing to a collaborative team environment.

Join our dynamic team and contribute to the growth and development of Naawi-Oodena!

Compensation for this position will be determined based on experience and relevant qualifications.

CLOSING DATE FOR APPLICATIONS: Open Until Filled

Please submit a cover letter, resume, and three references to:

Tyrell Courchene, Store Manager
Oodena Gas & Convenience
103-1075 Portage Ave
Winnipeg, Manitoba R3G 0R8
oodenagas@treaty1.ca

Please self-identify as First Nations in your cover letter. Priority will be given to members of Treaty No. 1 Communities. We thank all who apply and advise that only those selected will be contacted for further consideration.