

### About The Association of Manitoba Municipalities:

The Association of Manitoba Municipalities (AMM) is an organization that represents all incorporated municipalities in Manitoba, and is divided into seven districts, including the City of Winnipeg. Since its inception in 1999, its purpose is to advocate for the interests of municipalities, addressing their needs and concerns to promote strong and effective municipal government. The AMM achieves this through advocacy, information sharing, and collaboration with other levels of government.

### The Opportunity:

AMM is seeking a Finance & Administration Officer based out of the Portage la Prairie office. This is a newly created role that will be responsible for financial and administrative operations with a wide range of duties. AMM is seeking a skilled professional with strong organizational, communication, problem-solving, and financial skillsets. This is an opportunity for a future-focused, team-driven contributor to ensure harmonization between people, processes, and technology to further advance general administration, finance, and organizational functions. AMM is a collaborative and flexible working environment that offers competitive salary and comprehensive employee benefits and pension.

### Responsibilities:

- In collaboration with the AMM team develop and implement financial and administrative strategies and plans.
- Manage daily office operations improving administrative policies and procedures as needed.
- Responsible for maintaining accurate financial records, bookkeeping, processing transactions, reconciliation of accounts, preparing budgets, financial reports, and analysis for management.
- Manage accounts payable and receivable, including invoices and processing payments.
- Ensure compliance with financial regulations and best practices, collaborating closely with auditors to process Year-End.
- Foster positive relationships with external vendors, service providers and members.
- Coordinate meetings with key stakeholders and external organizations and assist with correspondence and communication with ministers and members.
- Effectively manage systems including Adagio.
- Oversee all office administrative activities including daily mail and ordering office supplies.
- Support event registrations, conventions, Lobby Days and educational conferences.
- Assist the AMM team with special projects and municipal elections as assigned.

### Selection Criteria:

- Post-secondary education in business administration/accounting or an equivalent level of experience and training.
- Minimum of 3 years of experience in fiscal management including financial analysis, processing accounts payable/receivable, preparation of budgets, estimates and cash flows.
- Bookkeeping experience and familiarity with Adagio and/or other accounting software.
- Exceptional communication skills, ability to write and relay information concisely and in a multitude of methods.
- Strong diligence and accuracy with financial, administrative, and operational tasks and policies.
- Excellent interpersonal and communication skills and ability to effectively liaise with elected government officials and diverse stakeholder groups.
- Strong problem-solving and decision-making skills, with the ability to demonstrate sound judgment while working independently.
- Demonstrated ability to proactively identify innovative improvements based on trends and research.
- Experience in handling sensitive material and information with confidentiality and professionalism.
- Strong organizational skills and ability to balance competing priorities in a fast-paced and hybrid working environment.
- Ability to travel occasionally throughout Manitoba as needed.

*All qualified candidates are encouraged to apply; however Canadian citizens and permanent residents will be given priority.*

**To apply in confidence or for information, contact [Jen@harrisleadership.com](mailto:Jen@harrisleadership.com) quoting project # 25125.**