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## Job Offer

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| Job Opportunity Title:                                 | Finance Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Status:                                                | <b>Pending</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Closing Date:                                          | Jul 25, 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Description of Duties:                                 | Assist with financial operations by preparing budgets, processing invoices, maintaining financial records, monitoring transactions, supporting payroll and accounts payable/receivable, preparing financial reports, and ensuring compliance with company policies and financial regulations. Support business planning by analyzing financial data and contributing to cost management and forecasting activities.                                                                                                                                                                                                                                                                                                         |
| Skills Required:                                       | Numerical proficiency, attention to detail, analytical thinking, organization, confidentiality, computer proficiency (Microsoft Excel and accounting software), problem-solving, communication, and time management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Skills Gained/Related Careers:                         | Accounting Assistant, Financial Analyst, Bookkeeper, Payroll Administrator, Budget Analyst, Accounts Payable/Receivable Clerk, Finance Officer, Auditor, Banking Professional, Chief Financial Officer (CFO).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Age:                                                   | 18-30, 31-54                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Time Commitment:                                       | Daytime, Evening, Weekend, Remote Volunteering, Flexible Hours<br>Canada-Africa Relation Enterprises Incorporated (CARE Inc), applies these values in it's employment practices. We recruit based on qualifications, skills, experience, and potential, while encouraging applications from women, newcomers to Canada, youth, Indigenous people, members of visible minority communities, persons with disabilities, and other underrepresented groups. New employees receive orientation on workplace respect, occupational health and safety, anti-discrimination principles, and inclusive customer service. Staff are provided with equal access to training, professional development, and advancement opportunities. |
| Location of Volunteer Opportunity:                     | Winnipeg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Does opportunity require a criminal record check?      | Yes<br>Will cost be reimbursed? Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Does opportunity require a Child Abuse Registry check? | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Opportunity is available to candidates that:           | Group - small, family and friends                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

Organization will provide:

A letter of reference

How to apply:

Email: [mansarayz059@gmail.com](mailto:mansarayz059@gmail.com)

In Person