

MANITOBA LAW REFORM COMMISSION ADMINISTRATOR POSITION

The Manitoba Law Reform Commission is an independent law reform agency created in 1970 by *The Law Reform Commission Act*. Its role is to improve, modernize and reform the law and administration of justice in Manitoba. The Commission carries out research and consultation and makes formal recommendations for law reform to the Minister of Justice and Attorney General.

The Commission is currently recruiting a part time office & financial administrator to join our staff.

RESPONSIBILITIES:

- Reporting to the Director and Commission Board, the Office & Financial Administrator would:
 - oversee the day-to-day finances of the Commission, including payment of invoices, preparing month-end reports and reconciliation, expenditure monitoring and control, preparation of internal financial statements and assisting with the preparation of budgets and annual reports;
 - oversee the day-to-day administration of the Commission including: communicating with vendors and service providers; preparing correspondence, responding to communications from the public, taking and maintaining minutes of Commission meetings and sub-committee meetings, filing and archiving documents, ordering office supplies, proofreading reports and other administrative tasks as assigned.

HOURS OF WORK: Part time- Sixteen to twenty hours per week. Schedule is flexible within regular business hours. Opportunity to work partially remotely once sufficiently trained.

QUALIFICATIONS:

- University degree or college diploma in business administration or accounting or appropriate work experience.
- Experience maintaining financial records for an organization, producing financial reports and monitoring a budget.
- Demonstrable knowledge and skill using Microsoft Excel to produce and maintain spreadsheets;
- Proficiency using Microsoft Word and Outlook.
- Excellent communication skills (both verbally and in writing).
- Strong organizational skills.
- Capacity to work independently, problem solve and take initiative.
- An interest in the legal system and the laws that govern Manitobans an asset.
- Experience working with Government of Manitoba's internal systems an asset.

Inquiries can be made to Kristal Bayes-McDonald at: 204-945-3072 or lawreform@gov.mb.ca.

Please submit your cover letter and resume to the attention of Kristal Bayes-McDonald, Director and Legal Counsel at lawreform@gov.mb.ca by end of day March 20, 2023.