



LEGAL AID MANITOBA

FINANCE CLERK

Full Time hours available

Administrative Office, Finance Department, Legal Aid Manitoba
Winnipeg, MB

Closing Date: Sunday, October 18, 2026

Salary: \$25.74/hr

Legal Aid Manitoba (LAM) works to ensure that eligible Manitobans have access to justice, including those who are disadvantaged and facing a well-resourced individual or entity in court—from women fleeing abusive relationships to immigrants facing deportation to same-sex families fighting for inclusion. Our work contributes to the efficiency of the courts across Manitoba, with positive impacts on the lives of individuals and the overall health of our communities.

LAM has two positions available for Finance Clerks within the Finance Department.

Conditions Of Employment:

- Must be legally entitled to work in Canada
- Satisfactory Criminal Records Check, Child Abuse Registry Check, Adult Abuse Registry Check

Qualifications:

Essential:

- Experience with accounts payable functions
- Experience with accounts receivable functions
- Ability to investigate the reliability of claims
- Excellent organizational skills with the ability to prioritize and meet deadlines
- Ability to pay attention to details and ensure accuracy of work
- Ability to work independently and under minimal supervision
- Excellent interpersonal skills with the ability to interact effectively with members of the legal profession and the general public
- Excellent verbal communication skills
- Excellent written communication skills
- Ability to work effectively in a team environment
- Proficiency in the use of LibreOffice and Firefox, Microsoft Office or equivalent programs

Desired:

- Knowledge of The Legal Aid Manitoba Act, policies and procedures

Duties:

The incumbent is responsible for processing, reviewing, monitoring, and maintaining financial accounts and transactions in accordance with established policies, procedures, and applicable requirements. Duties include reviewing invoices, statements, payments, account information, and supporting documentation for accuracy and completeness; identifying and resolving discrepancies; and maintaining accurate financial records. The incumbent responds to inquiries and correspondence from clients, lawyers, vendors, and staff, and may investigate account-related issues, complaints, and outstanding balances.

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people, visible minorities and persons with disabilities.

We thank all those who apply and advise that only those candidates whose qualifications meet the essential criteria will be offered an interview. Please note that we do not pay for any expenses (i.e. moving / travelling expenses, etc.) related to this opportunity.

INTERESTED INDIVIDUALS SHOULD SUBMIT A COVER LETTER AND RESUME BY

SUNDAY, OCTOBER 18, 2026

TO: Lucas Auger via email: hr@legalaid.mb.ca