



**KATHY JOHNSON
OFFICE MANAGER**

Centre for Indigenous Environmental Resources Inc.
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EDUCATION:

Certificate in Financial & Management Accounting
University of Manitoba,
Continuing Education
Winnipeg, Manitoba

Certificate in Accounting
University of Manitoba,
Continuing Education
Winnipeg, Manitoba

Certificate in Applied Management (IT Specialization)
University of Manitoba,
Continuing Education
Winnipeg, Manitoba

BACKGROUND:

2006 – Present: Office Manager, Centre for Indigenous Environmental Resources.

2006 (term): Grant Accountant, University of Manitoba

2000 – 2006: Finance Technologist, Dow BioProducts Ltd.

1990 – 2000: Manager, Finance & Administration, Downtown Winnipeg Business Improvement Zone

EXPERIENCE:

Kathy has more than twenty years experience working in the finance and administration field, fifteen years of which include working with non-profits. Born in Winnipeg, Kathy has lived extensively in Northern Manitoba and British Columbia. Her skills and knowledge are in the areas of finance and administration with an emphasis on budgeting, forecasting, reporting and variance analysis. An outdoor enthusiast, Kathy understands the need for the preservation of nature and its resources and the role that CIER has in building capacity among First Nation communities across Canada.

RECENT EXPERIENCE:

CIER Project Experience

Responsible for ensuring all steps of project full cycle accounting activities are complete and that expectations of all internal and external stakeholders are met. Set up and maintain projects in the business system, in accordance with accounting policies (GAAP, CRA Charities Directorate and project funders). Ensures contractual agreement compliance and participates in audit and resolution activities. Prepare and review project transaction documents and accounts for accuracy and completeness, including sub-charges, data sheets, time reports, expenses, subcontractor invoices, etc.