

Employment Opportunity

Senior Finance Officer

Leading the way through land use planning for Nunavummiut.

The Nunavut Planning Commission, an Institution of Public Government established under the Nunavut Agreement, invites applicants to apply for the position of Senior Finance Officer located at the Commission's office in Iqaluit. We offer Isolated Posts Allowances and a Vacation Travel Assistance, as well as a good pension plan, and benefits package, including health, dental and vision, and opportunity for career advancement. If you are a **dynamic** and **motivated team player** with the desire to be part of a visionary organization, then this is the company for you!

Reporting to the Director of Finance, the Senior Finance Officer is responsible to ensure day-to-day accounting and financial and general administration services are provided to the Nunavut Planning Commission.

We are looking for the ideal candidate with a **Bachelor's Degree in Accounting, Finance, Business or related field, with a minimum of 4 years' experience** in finance and accounting positions. A combination of education, knowledge, skills, and abilities may be considered as **equivalent** to the formal education and experience requirements stated above. **Priority consideration** will be given to qualified applicants enrolled under the Nunavut Agreement and individuals with 5 or more years residency in Nunavut. Candidates must clearly identify their eligibility.

KNOWLEDGE, SKILLS, AND ABILITIES

The applicant must have:

- Knowledge of the Generally Accepted Accounting Principles/IFRS
- Working knowledge of Accounting systems (Sage 50)
- Working knowledge of Office software (Outlook, Excel, Microsoft Word, Access)
- Ability to prepare and issue documents related to accounts such as bills, invoices, expense claims, inventory reports, account statements and other financial statements using computerized and manual systems
- Experience in the preparation and processing of travel advance and expense claims, and bi-weekly payroll including employees' health benefits and pension plan
- Experience with monthly variance reports, and month and financial reports
- Experience with monthly banking reconciliation and credit card records
- Ability to assist in the analysis of financial activity for cash flow and budgeting processes
- Experience in the preparation of annual audit
- Experience with filing and electronic filing systems
- Fluency in Inuktitut and/or Inuinnaqtun would be considered a strong asset
- Good communication skills, both written and verbal
- Work and participate in a Team oriented work environment
- General knowledge of the Nunavut Planning Commission mandate, the Nunavut Agreement (NA) and other Institutes of Public Government created from the NA
- Organizational and analytical skills
- Problem solving skills

Email your cover letter and résumé to HR@nunavut.ca and amainville@nunavut.ca

For the full job description, please visit our website at <https://www.nunavut.ca/about-commission/npc-employment-opportunities>
Or contact our Human Resources Officer, Audrey Mainville at (867)979-3444

Deadline for Application is July 2, 2021, 5:00 pm EST.

If a suitable candidate is not found, the job competition remains open until filled.

This employment opportunity is restricted to Iqaluit residents only.

Housing is provided with this position.

We thank all applicants; however, only those selected for an interview will be contacted.