



EMPLOYMENT OPPORTUNITY Accountant

Under the direction of the Controller, the primary purpose of the position will oversee accounts receivable, accounts payable, credit card expenses, payroll, T4, & T4A preparation, account reconciliations, financial statement data preparation, and participate in budget processes as well as assist in training finance and other staff. The position works closely with the Finance Department, to ensure that all Financial Controls are delivered in accordance with the Financial Administration Manual and associated processes and procedures.

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Arviat

Responsibilities and duties

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Baker Lake

The incumbent oversees the processing of bi-weekly employee payroll, board honoraria and stipends along with other payroll related duties such as payable, receivables, and account and contract reconciliations, preliminary financial reporting, and budget facilitation. The incumbent will ensure that accounts are current and maintained at the highest possible standard.

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Chesterfield Inlet

Knowledge, skills, and abilities

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Coral Harbour

- Ability to use a computerized word processing program and financial spreadsheet.
- Knowledge of budgeting and forecasting, accounting practices and principles, financial management, various analysis, etc.
- Knowledge of accounting practices and principles, budgeting and forecasting, financial management, reconciliation, various analyses, year-end and other financial reporting
- Ability to communicate orally and in writing to enable the incumbent to understand and apply applicable accounting principles and practices, to process financial transactions and to explain account transactions to vendors and department heads.
- Ability to understand and interpret the Organization Financial Policies procedures and directives and legislative acts.
- Ability to handle multiple tasks during frequent busy periods.
- Extensive knowledge of desktop and computer software such as the Microsoft Office suite, with strong understanding of Excel and Sage Accounting software.
- Knowledge of Inuit Societal Values, and experience working in a cross-cultural environment.
- Strategic thinker and strong analytical skills.
- Strong organization and time management skills are required.
- Exceptional oral and written communication skills.
- Ability to work in a fast-paced environment with conflicting priorities.

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Nauyasat

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Rankin Inlet

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Whale Cove

To be considered, the ideal candidate will have a degree in Business Administration specialized in accounting or related field. With a minimum of five (5) years work experience in an accounting field. A suitable combination of relevant education and experience may also be considered. Accounting designation will be considered an asset.

Starting Salary is \$110,985.00 with an additional \$30,593.00 per annum, of Northern and Housing Allowance. Kivalliq Inuit Association offers a comprehensive benefits package including an employee pension plan, group insurance and vacation travel assistance. This position is located in Rankin Inlet, NU. **Housing is not available.**

Beneficiaries of the Nunavut Land Claims Agreement will receive full consideration and priority.

CLOSING DATE MARCH 14, 2025, AT 11:59 PM CST

PLEASE SUBMIT YOUR RÉSUMÉ TO DEPARTMENT OF HUMAN RESOURCES
 Email: kivia@kivalliqinuit.ca | Phone: Toll free 1-800-220-6581 or 867-645-5765