



ACCOUNTING CLERK II

DEPARTMENT: FINANCE, HUMAN RESOURCES
& INFORMATION TECHNOLOGY

TERM: PERMANENT FULL-TIME

COMMUNITY: NAIN

CLOSING: NOVEMBER 6, 2024

Responsibilities:

- Responsible for the data entry into accounts receivable and accounts payable of the financial system.
- Ensure all invoices are properly coded in accordance with purchase orders, authorities and budgetary allocations and in a timely manner.
- Responsible for ensuring that all pertinent invoices are matched with appropriate purchase orders and necessary documentation attached.
- Preparation of cheques and EFT's for payment as required.
- Ensuring the accuracy of accounts payable data entry prior to signing-off for payment.
- Other related duties as required.

Assets:

- Bilingual in Inuktitut and English.

Qualifications:

- Diploma in Office Administration or Business Administration with course work in accounting/bookkeeping with 3 years' experience or an equivalent combination of education and experience.
- Knowledge of AccPac Plus accounting programs, Microsoft Excel and Word.
- Organizational and time management skills.

Benefits:

- Competitive Paid Leave Package.
- Travel Benefit.
- Labrador Allowance.
- Group insurance including health and dental.
- Group pension.

Contact:

careers@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

KENAUJALIGIJITSAK II

SULIAKAPVIK: KENAUJALAGINNIMUT, SULIAKATTILIGINNIMUT, KAGITAUJALIGINNIMULL

KANGA: SULIAKAINNALUNI ILONNAINIK SITONTIKALLUNI

NANI: NAIN-IMI

KILLILIPVINGA: NOVEMBER 6, 2024

kamagijatsat:

- Kagitaujattigut iliukKaigialik kenaujattâgutunik akiligialinnilu kenaujaliginnimi.
- kamatsiagialik ilonnatik alakkasâjait nalunaitsijautsiasimagialet pisiangusimajunit, aulatsijinit, kenaujattâtuligijinillu, pigunnasituaguni suliaigillugit.
- kamatsiagialik ilonnatik akiliutausimajut nalunaittaugiangit pisiangusimajut alakkasâjaKatsialutik.
- Sikkinik atuinngutjigialik Kagitaujattigullu akilegialik akiliusiatsanik pigiaKaguni.
- kamatsiagialik nâmmânâtsianingit akilittaugialet pijagettausiakKâgani akilittauluni.
- Asinginnilu suliangugiaKagajattunik.

Suliatsatâgutaugunnatut:

- Tamâginnik ukâlasongugugialik Inuttitut Kallunâtitullu

Ilisimausigigialingit:

- NalunaikkutaKajutsak SuliaKapvini Aulatsijiugiamut kenaujaligijiugiamullonet Aulatsigiamut, ilinniasimalluni kenaujaligigiamik/allatiutsigiamut pingasuni jârini suliaKasimalluni atjigalanganillonet ilinniasimalluni suliaKasimallunilu.
- SuliaKannimini ukuninga atugiamik Kaujimajutsak: Ac-cPac Plus kenaujaligiutet, Kagitaujanillu: Microsoft Excel, Word-imillu.
- ÂkKisuisimatsiajutsak, suliaKanniminilu kamatsianiKalluni.

Ikajuttaugotet:

- SuliaKatsiasongulluni Akilittutaulluni nukKangaviujuni Akilittutaulluni
- Namutuinnak aigalannimut IkajuttaugutiKalluni
- Labradorimi IkajuttaugutiKalluni
- katingautik Insurins-siKalluni ilagijautillugu inositsiagittinimmi amma kigutiligijaunnimi
- katingautik utittitaugutik InutuKaunimmut

Kaujisaallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.