

ACCOUNTING CLERK I

Department: Finance, Human Resources & Information Technology

Term: Casual

Community: Happy Valley-Goose Bay

Closing: May 7, 2026

Responsibilities:

- Issuing Purchase Order as per policy ensuring accuracy in budget allocation and coding.
- Perform functions within Accounts Payable module i.e. maintenance of vendor list, EFT information, data entry and accuracy of the same, prior to processing payments.
- Ensure proper documentation is attached to all invoices.
- Ensure all invoice filed in an accurate and timely manner.
- Other related duties as required.

Qualifications:

- Diploma in Accounting or Business Administration or equivalent training with minimum 3 years' experience.
- Working knowledge of computerized accounting software, preferably AccPac Sage.
- Extensive knowledge and use of Microsoft Excel.

Assets:

- Bilingual in Inuktitut and English.

Benefits:

- 4% vacation pay

Contact:

careers@nunatsiavut.com

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

KENAUJALIGIJITSAK I

suliaKapvik: kenaujalaginnimut, SuliaKattiliginnimut, & Kagitaujaliginnimullu

Kanga: Kangaulippat SuliaKajutsait

Nani: Happy Valley-Goose Bay-imi

killilipvinga: Mai 7, 2026

kamagijatsat:

- TunitsiKattaluni Pisiutinnik maligatsatigut nalânegasualluni kenaujakuvinnut tunijauKattajunut amma nalunaikkutitut.
- SuliatsaKalluni aulataugialinnut iluani kenaujannik Akilittau-Kattagialinnut sollu kamagillugit akilitsapvigijaujut tulligejunut, EFT Kaujigatsangit, Kaujigatsanik Kagitaujammut ilisiKattaluni amma nalautsiluni atjinganut, sivungagut akilekKagani akilittaugialinnut.
- kamagitsialugit nâmmasiattut allaKutet atagialet ilonnanginnut akilittaugialinnut.
- kamagitsialugit ilonnatik akilittaugialet ilijausimasiaKullugit nâmmasiattumik amma akunegasuangitumik.
- Asinginnut ilinganiKajunut suliatsaKalluni.

Ilisimausigigialingit:

- NalunaikkutaKalluni kenaujaliginimmut upvalu kenaujaliugutiKajunut Aulatsinimmut upvalu atjinginnik ilinniatitausimalluni mikinitsaungitumik pingasunik jârinik suliaKasimalluni.
- SuliaKagiamut Kaujimalluni Kagitaujammejunut kenaujanut atuttauKattajunut, piluattumik AccPac Sage.
- Angijummagimmik Kaujimalluni amma atusongulluni Microsoft Excel.

Atuvalligajattut:

- UKâlasongulluni tukisiallunilu Inuktitut Kalunâtitullu.

Ikajuttaugotet:

- 4% -timi nukKangaviujuni pigiaKaguni ikajuttaugutiKalluni

Kaujisaallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.