

# FINANCIAL ANALYST

**Department:** Finance, Human Resources & Information Technology

**Term:** Temporary Full-Time

**Community:** Happy Valley-Goose Bay

**Closing:** June 8, 2026

## Responsibilities:

- Provide direct supervision and operational oversight of Accounting Clerk I and Accounting Clerk II positions including work allocation, guidance and support
- Oversees a large accounts payable/purchasing department and provides support to this area of the department.
- Oversees the reconciliation of major supplier accounts with high transaction volumes
- Analyse the reconciliation vendor accounts to ensure accuracy and review the financial trends in spending.
- Identify, investigate and report any variances in expenditure categories.
- Monitor and oversee the high-volume transactions from multiple government issued credit cards to ensure compliance within credit limits.
- Assist in the development of annual operating budgets and quarterly forecast updates from the analytical data.
- Collaborating across multiple projects to provide financial and operational support within the Department.
- Liaise with NIHB to support beneficiary and service provider payments resulting from external third-party frameworks.
- Responsible for maintaining and coordinating the renewal of registrations of automobile and snowmobile fleet.
- Prepares accounts receivable invoices as required.
- Assist with year-end audit preparation and respond to audit inquiries.
- Other duties as required.

## Qualifications:

- Bachelors in Business Administration with 2-5 years of related experience. A combination of related education and experience will be considered
- Proficient in MS Excel and MS Word and working knowledge of Sage AccPac is an asset.
- Solid understanding of full cycle accounting processes and requirements.
- Excellent attention to detail, and accuracy is required.
- Demonstrated experience in analysis and planning, with the ability to analyze and anticipate situations, define problems, recognize alternatives and formulate solutions.
- Ability to meet deadlines and multitask.
- Ability to manage time effectively.

## Assets:

- Bilingual in Inuktitut and English

## Benefits:

- 4% vacation pay

## Contact:

[careers@nunatsiavut.com](mailto:careers@nunatsiavut.com)

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

## KENAUJALIGIUTINNIK KAUIJISATTI

**SuliaKapvinga:** kenaujalaginnimut, SuliaKattiliginnimut, & Kagitaujaliginnimullu

**SuliaKautigigialingit:** Akuniulungitumi Ilonnainik SitontiKalluni

**Nani:** Happy Valley-Goose Bay-imi

**killilipvinga:** Joni 8, 2026

### kamagijatsat:

- kamajiulluni amma aulatsiluni kamagiamut kenaujaligijtsak I amma kenaujaligitjtsak II-mi ilautillugit suliatsumut tunijaunningit, tilijaullutit ikajuttaulutillu;
- kamasongulluni angijunik kenaujannik akilittauKattagialinnik/pisiangusimajunik suliaKapvingani ikajuKattalunilu sulijaugialinni suliaKapvimi;
- kamajiuKattaluni KujaliKatigennimik anginippât atugatsaujunik puttunippâmik kenaujait atuttausimanniKalluni;
- KimigguKattaluni KujaliKatigennimik pitâpviugunnatut akilittaugialinnik kamatsialuni allasimanningit nalautsisiagaluumangâta Kimiggulutillu kenaujatsait pisiangusimajunik;
- Nalunaitsiluni, KaujisautiKaKattaluni KaujitsiKattalunilu Kanuittutuinnanik atuttet kenaujanik atingitigut;
- Kaujisallutik kamallutillu puttunippât kenaujatigut atugatsaujunik unuttuut kavamanit pitjutaujunik akilitsasisongugiamut kamallutik maligatsasuanimmut iluani akilitsasiup ikillininginni;
- IkajuKattaluni pivalliatitsigasuaninginni jârimi aulatsiningit kenaujakuvini Kanullu kenaujatsaujunik atugjaKaniakKomangâmmik kamaKattalutik Kaujisautausimajunik;
- IkajuttigeKattaluni nanituinnak unuttunik suliatlaujunik ikajutsilunilu kenaujatigut aulatsinikkulu ikajuttiuluni iluani SuliaKapvimi;
- KaujitsisiaKattaluni NIHB-kuni ikajugiamut ilaliugutilinnik ikajuttijiuunillu akiliutinik pilluni suliaKapvimengitunik ikajuttigeKatiKaKattaluni asinginnik tungavigijaujunik;
- kamaKattaluni piulimatsisiaKattaluni aulatsiKattalunilu nutângutitauninginnik atiKapvinginni nunakkogutinik sikitonillu;

### Ilisimausigigialingit:

- NalunaikkutaKalluni ilinniasimanniminut kenaujaliugutiusonik kamasongunnimik maggonik tallimanut jârinut ilisimanniKalluni. Tamakkualonnet atjigalanginnik ilinniagutiKasimannimik amma ilisimautiKannimik isumatsasiugutigijaugunnatut.
- kamatsianiKalluni MS Excel-imi MS Word-imillu amma suliaKasimanniKalluni Sage AccPac-imi ikajuttiugunnatut.
- Tukisitsiagunnaluni ilonnanginni kenaujaliginimmik pigialingillu.
- kamatsialuni pijagettaugialet sulitillugit, sulitsiaKullugit pigijaugialinnik.
- IlisimautiKatsialui Kaujisautitigut pannaigiamullu suliasagijauniattunik, pigunnaniKalluni Kimiggugatsanimmi nigiuullunilu pitjutaujunik, âkKigasugunnaluni uKumaitautiKajunik, ilitatsiluni atjigengitunik suliaKatiKatsiaKattalunilu sittutitsiutigijaugajattunik.
- Ullungit Kanga killiugiutjaugiaKammangâmmik kamatsialuni unuttunillu suliatlanik pisongulluni. Sitontimi kamatsiasongulluni.

### Atuvalligajattut:

- Tamâginnik uKâlasongugialik Inuttitut Kallunâtitullu.

## kamagijatsat:

- PannaiKattaluni kenaujattâgutininik akiligialinnilu pigjjaugialinnik;
- IkajuKattaluni jâri kingullipâmi pannaitaugiaKalippata kiuKattalutillu Kimiggutaunninginni kenaujanik;
- Asinginnilu suliangugiaKagajattunik.

## Suliatsatâgutaugunnatut:

- 4% -timi nukKangaviujuni pigiaKaguni ikajuttaugutiKalluni

## Kaujisallutit:

[careers@nunatsiavut.com](mailto:careers@nunatsiavut.com)

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatsasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKattigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatsasiugutimillonnet ottugannimi.