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Building Nunavut Together
Nunavuliuqatigiingniq
Bâtir le Nunavut ensemble

GOVERNMENT OF NUNAVUT EMPLOYMENT OPPORTUNITY

Accounting Officer – Eligibility List
Department of Community and Government Services
Iqaluit, Nunavut

Reporting to the Senior Accounting Officer, the incumbent is responsible for providing accounting support services; maintaining and monitoring obligations and commitment related to the budgets to ensure financial responsibilities are met; while making certain established policies, procedures, & guidelines as outlined in: Finance Administration Act, Collective Agreement, other Government of Nunavut Acts, and applicable articles of the Nunavut Land Claims Agreement are abided by. Providing accounting and financial roles for the departmental managers; including: reporting, document preparation, and input of vouchers into Free Balance, receipting and coding and tracking of revenues, and accounts payable. The incumbent is responsible for accuracy, consistency and integrity of transactions for the whole Department. The Accounting Officer contributes to a high standard of transaction integrity; incumbent's must possess a comprehensive knowledge of accounting principles, technical understanding of construction project financial administration, work in progress, tangible assets, NNI Policy, Contracts, Procurement, Grants, Contributions, Municipalities Loans, Bad Debts, Equity Land leases amortization and others.

The ideal candidate will have a grade 12 Diploma with knowledge of Accounting principles and practices. Two years financial administration experience in a computerized accounting environment such as: a computerized accounting system, word processing programs, financial spreadsheets, data bases is essential. Knowledge of financial planning and budgetary development procedures; strong office administration; organizational; and the demonstrated ability to work effectively in a cross cultural environment is required. The ability to communicate orally and in written communication is also required; to enable the incumbent to understand and apply applicable accounting principles and practices, to process financial transactions, and to explain account transactions to customers and staff. Knowledge of communities, culture, land and Inuit Qaujimajatuqangit is an asset. Equivalencies that consist of a combination of education, knowledge, skills and abilities to formal education and experience requirements will be considered.

This position is included in the Nunavut Employees Union and has a starting salary of $66,008.00 per annum, plus a Northern Allowance of $15,016.00 per annum.

REFERENCE: 14-501701 **Closing Date: June 13, 2014 (Midnight EST)**

NO STAFF HOUSING AVAILABLE

- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Land Claims Beneficiaries.
- Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.

WRITE TO: Department of Finance
Government of Nunavut
PO Box 1000, Station 430, Iqaluit, Nunavut X0A 0H0
www.finance.gov.nu.ca

Phone: (867) 975-6222
Toll Free: 1-888-668-9993
Fax: (867) 975-6220
Email: gnhr@gov.nu.ca