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Building Nunavut Together
Nunavut Iluqatigiingniq
Bâtir le Nunavut ensemble

GOVERNMENT OF NUNAVUT EMPLOYMENT OPPORTUNITY

Title: Senior Finance Officer
Department: Community and
Government Services
Community: Cape Dorset
Reference Number: 14-505403
Type of Employment: Indeterminate

Salary: \$92,196.00 per annum, 37.5 hour/week
Northern Allowance: \$20,980.00 per annum

Union Status: Nunavut Employees Union
Housing: Subsidized Staff Housing is Available
Closing date: October 18, 2019 @ 12:00AM EST

This is a Position of Trust and a satisfactory Criminal Record Check is required.

As per HRM Directive 518, this employment opportunity is restricted to Nunavut Inuit by location.

Reporting to the Manager, Finance & Administration supervises staff and provides accounting services such as accounts payable, accounts receivable, revenue operations, etc in accordance with generally accepted accounting principles, in all applicable legislation, policy, procedures and collective agreements, ensures effective accounting controls are in place and implemented correctly, and that financial transactions, payment processes, revenues, general ledger maintenance, account reconciliations and reports are conducted in timely manner.

Responsibilities include operational infrastructure development, financial responsibilities, system entry and operations, advisory services, documentation, contracts/representation, records management, may act for the Manager during periods of absence and ensures back-up services to staff, coaching/supervision.

Works closely with the Manager on budget forecasting, monitoring and control. This involves participating in the preparation and analysis of expenditure reports, determining trends in expenditures for budget forecasting; comparing expenditures against budget allocations to ensure budgets are not exceeded; and generating detailed reports from the financial system to analyze monthly variance reports.

Supervises the work of full-time and casual staff. Establishes work plans, provides ongoing advise, coaching and motivation, and approves leave and attendance. Contributes to the conduct of performance appraisals in accordance with policy, identifies training requirements, ensure the development of annual training plans, and recommends disciplinary action. Participates in recruitment, employee retention, succession planning and vacancy management initiatives/projects and in grievance responses.

Solid knowledge of legislation, policies, directives and guidelines governing the work, social and economic context of Nunavut including community awareness, environmental characteristics and northern experience.

The knowledge, skills, and abilities required for this job are usually obtained through a diploma in business administration or related field, minimum of 3 years relevant experience in accounting, auditing, or similar financial area, in a computerized environment, experience in conducting background research and analysis, developing financial reports and summaries, in providing advisory services to clients. Plus experience in supervising, mentoring, and/or providing training and/or guidance to colleagues and/or subordinate staff.

Equivalencies that consist of an acceptable combination of education, experience, knowledge, skills and abilities may be considered.

The Official Languages of Nunavut are Inuktitut (Inuinnaqtun), English and French.

An eligibility list may be created to fill future vacancies.

If you are interested in applying for this job, please email your cover letter and resume to igloolik_hr@gov.nu.ca. Please include the REFERENCE # in the subject line of your email.

- 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 Inuit. 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.
- Applicants may submit their resume in the Official Language of their choice.
- Eligibility list may be created to fill future vacancies.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.

CONTACT: Department of Human Resources, Government of Nunavut
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