

Senior Finance Officer

The Nunavut Wildlife Management Board (NWMB) is the main instrument of wildlife management in Nunavut. We are currently seeking a dynamic individual to fill the position of **Senior Finance Officer**.

The Senior Finance Officer supports the NWMB Director of Finance and Administration and is a key member of a cross-cultural team of highly skilled individuals who are dedicated to achieving our vision of making Nunavut a world-class model for the cooperative management of healthy wildlife populations.

We are looking for an independent thinker and collaborative team member with excellent interpersonal, analytical and communications skills, who will bring their thoroughness, initiative, and attention to detail to the table, along with their dependability, flexibility and critical thinking skills. The successful applicant will have a passion for learning, as well as a keen interest in wildlife management. A willingness to live, work and travel in a northern environment, along with sensitivity to aboriginal cultural values, is essential to excel in this position and be a trusted member of our team.

The Senior Finance Officer:

- Prepares financial reports, variance reports, as well as contributing to the Board's annual budgets;
- Oversees the distribution of funds that flow to the Regional Wildlife Organizations, and Hunters and Trappers Organizations;
- Maintains a payroll system to ensure that staff salaries and benefits are calculated, tracked and paid in a timely manner;
- Manages accounts payable and accounts receivable;
- Maintains an up-to-date inventory of all Board assets.

Qualifications: Our ideal candidate has graduated from a recognized institution with a degree equivalent to level 3 or 4 of the CGA, CPA, CMA or CA programs. He/she has superior knowledge of standard accounting practices and policies, as well as budgeting and financial information system programs and procedures. He/she has experience and/or acceptable training in developing and administering financial management and administrative procedures relating to a multi-million-dollar budget. Multiple years of administrative experience would be an asset. Superior knowledge of written and spoken English is essential, and the ability to speak and/or write Inuktitut would be an asset.

The NWMB is committed to providing competitive salary levels to our employees. The pay level for this position is commensurate with qualifications and experience. We offer a full benefits package, including allowances for accommodation, settlement and vacation travel assistance.

Closing Date: February 22, 2019

For a copy of the job description and schedule of benefits, or to submit your resume, please contact:



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We thank all who apply; however, only those applicants selected for an interview will be contacted.