

EMPLOYMENT OPPORTUNITY

Finance Officer

Kugluktuk Housing Association (KHA) is seeking an experienced Finance Officer to join our management and financial team. This position is a challenging opportunity for an individual with exceptional relationship building, strong financial and communicational skills.

Specific functions include:

Role as Finance Officer is the administration of the day-to-day financial operations of the KHA and includes working effectively with and reporting to the KHA's Manager.

The Finance Officer is responsible for the administration and maintenance of the KHA's financial and related records.

The knowledge, skills, and abilities required for this job are usually obtained through a recognized post-secondary degree or diploma in Accounting or Business Administration with a major in Accounting, and a minimum of 3 years' of progressive experience in the accounting, budgeting, bookkeeping, and payroll fields. You should be motivated and be able to work with little or no supervision and some travel may be required. Working with Regional District office, ensuring Management Agreement with the KHA is fulfilled as required.

Equivalencies that consist of an acceptable combination of education, experience, knowledge, skills and abilities may be considered for other employment opportunities within the organization.

Knowledge and experience:

- Administration of payroll and related records;
- Process accounts receivable/payable and related financial records;
- Prepare and analyze periodic financial reports;
- Computer experience in Sage 300 EPR (AccPac) and Excel is required;
- Experience participating in year-end audit activities.

Ability to:

- Prepare, analyze and reconcile periodic financial statements using Sage 300, including Bank Reconciliations, Trial Balance, Statement of Operations, Balance Sheet, General Ledger, Accounts Receivable Aging, Accounts Payable Aging and related reports as required;
- Maintain proper accounting records and reports and liaise with Audit/Consultant staff as well as NHC District office staff;
- Administration of employee benefits, leave/attendance and other payroll functions;
- Verifying expenditures and setting up payments for Managers expenditure approval;
- Provide guidance to the Manager in all financial matters including Nunavut Housing Corporation guidelines and policies;
- Other duties as assigned by the management;
- Fluency in Inuinnaqtun is an asset.

Details of this position:

- Is a Unionized position
- A Criminal Record Check will be required for this position
- Annual Salary of \$85,488.00 to start
- Vacation Travel Assistance to a Maximum of \$11,000.00
- Pension and Health Insurance Benefits through NEBS
- Position does not come with housing

A detailed job description for this position is available at the address below.

Kugluktuk Housing Association

Peter Taptuna, KHA Manager

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Closing June 24th, 2019 at 5:00 PM (MST)