



Finance Officer Employment Full-time

The Iqaluit Housing Authority is a non-profit organization, managing 500+ public housing units in the City of Iqaluit.

The Finance Officer is responsible for carrying out day-to-day financial tasks of the Iqaluit Housing Authority, including AP, AR, payroll, GST, bank reconciliations, all other financial transactions and reporting to ensure compliance with funder's requirements. The position also provides support to the General Manager and Assistant Manager with office administration.

The successful candidate will have the following:

- education in accounting.
- two to three years' experience working in accounting.
- experience working with ACCPAC and/or Simply Accounting, and
- ability to work independently and in a timely manner.

Equivalencies that consist of a combination of education, knowledge, skills and abilities to formal education and experience requirements will be considered.

Salary range starting at \$72,618.00 plus \$3.85 per hour settlement allowance as per the collective agreement. This is a unionized, full time, indeterminate position, which includes an allowance, NEBS health benefits and pension. Bilingualism and experience in a cross-cultural workplace are assets. A criminal record check is required prior to commencement of employment. Priority will be given to Nunavut Land Claims Beneficiaries.

A complete job description can be obtained through the contact below. **Closing date: February 12, 2021**

Nunavut Land Claims Agreement beneficiary status should clearly be indicated. Send covering letter and resume to:

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