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IQUALUIT
HOUSING AUTHORITY

EMPLOYMENT OPPORTUNITY: FINANCE CLERK

The Iqaluit Housing Authority is now accepting resumes for a full-time position of Finance Clerk. Iqaluit Housing Authority is a non-profit organization, managing 500+ public housing units in the City of Iqaluit.

This unionized position reports directly to the Finance Officer/Asst. Manager. The Finance Clerk is responsible for carrying out finance, clerical and administrative functions and will support the day-to-day financial operations of the Iqaluit Housing Authority.

Required Duties:

- Entering data into LHA's accounting system (Sage 50).
- Assist with the processing of account receivables and account payables transaction.
- Assist with the reconciliation of accounts.
- Processing of Bank Deposits.
- Picking up and delivering cheques to vendors.
- Assist with monthly reporting.
- Assist with monthly rental assessment processing.
- Filing invoices, correspondences, minutes etc.
- Monitoring and sorting incoming mails and email for invoices and rent payments.
- Other duties as may be required.

Required Knowledge or Skills:

The ability to work in a cross-culture environment and to communicate in both English and Inuktitut would be considered an asset. Post-Secondary education in bookkeeping/business administration or equivalent of two years working experience in finance/office administration. Must be self-motivated and be willing and able to learn the use of LHA's accounting system (Sage 50). Must have good working knowledge of computers, excel and other MS Suite applications. Bookkeeping and Sage 50 experience will be considered an asset.

The Iqaluit Housing Authority offers a starting salary of \$30.59/hour and a comprehensive benefit package.

A Criminal Record Check is required prior to commencement of employment. Priority will be given to Nunavut Land Claims Beneficiaries. This position does not come with Housing.

A complete job description can be obtained through the contact below.

**Deadline to apply is June 25th, 2021 by 5:00 pm.
Please send resume and cover letter to:**

Victoria Adelekan at the Iqaluit Housing Authority

E-mail: victoria.adelekan@nunavuthousing.ca

Fax: (867) 979-4349