ᒪᓕᒐᓕᕆᓂᕐᒧᑦ ᐱᔨᑦᑎᕋᖅᑏᑦ ᑲᑎᒪᔨᖏᑦ ᓄᓇᕗᒻᒥ
LEGAL SERVICES BOARD OF NUNAVUT

Maliganik Tukisiniarvik Legal Services
Rankin Inlet

Finance Clerk

Located in Rankin Inlet and reporting to the Comptroller, the Finance Clerk will join a team of financial and administrative specialists providing finance and administration support services to the Legal Services Board in accordance with related legislation, regulations, and policies.

The Finance Clerk is responsible for providing financial, administrative and clerical services to the Legal Services Board of Nunavut in order to ensure effective, efficient and accurate financial and administrative operations. The Finance Clerk must comply with the Financial Administration Act, Generally Accepted Accounting Principles and organizational policies and procedures.

The incumbent is responsible for performing the day to day processing of financial transactions to ensure that the Organization’s finances are maintained in an effective, up to date and accurate manner. They will also provide administrative and clerical support in order to ensure effective and efficient office operations.

Typically, the above qualifications would be attained by:

- Completion of bookkeeping and office procedures coursework combined with related financial and administrative experience. Equivalencies will be considered.
- Knowledge of Inuit language, communities, culture and Inuit Qaujimajatuqangit is an asset.

Base salary for this position budgeted at $60,000 – $75,000 depending on qualifications, and is supplemented with a compensation package that includes a Northern Living Allowance, housing subsidy, RRSP contribution, health care coverage, professional development opportunities, and vacation travel assistance.

For the opportunity to experience first–hand the personal and professional rewards of joining LSB’s territorial team of legal professionals, submit your resume in confidence to:

Sarah Mihailovich
Legal Services Board of Nunavut
c/o Kivalliq Legal Services
P.O. Box 420, Rankin Inlet, NU X0C0G0
mailto: **hr-applications@nulegalaid.com**

Closing date: **September 30th 2022**

Staff housing is not available for this position.

Preference will be given to beneficiaries of the NLCA in accordance with the relevant provisions.

Detailed job descriptions available upon request.

Only those selected for interviews will be contacted.

ENGLISH ᐃᓄᒃᑎᑐᑦ

ᒪᓕᒐᓕᕆᓂᕐᒧᑦ ᐱᔨᑦᑎᕋᖅᑏᑦ ᑲᑎᒪᔨᖏᑦ ᓄᓇᕗᒻᒥ
LEGAL SERVICES BOARD OF NUNAVUT

Maliganik Tukisiniarvik Legal Services
ᑲᖏᖅᖠᓂᖅ

ᑮᓇᐅᔭᓕᕆᔾᑯᓐᓄᑦ ᑎᑎᕋᖅᑎ

ᑲᖏᖅᖠᓂᖅᒦᖢᓂ ᐊᒻᒪᓗ ᑮᓇᐅᔭᓕᕆᔨᒥᒃ ᐊᖓᔪᖅᖄᖅᑲᖅᑐᓂ, ᑮᓇᐅᔭᓕᕆᔾᑯᑦ ᑎᑎᕋᖅᑎᖓ ᐃᓚᒋᔭᐅᓇᔭᖅᑐᖅ ᑮᓇᐅᔭᓕᕆᔾᑯᓐᓄᑦ ᐊᒻᒪ ᐊᐅᓚᑦᑎᓂᕐᒧᑦ ᐱᓕᕆᔾᒪᕆᖕᓄᑦ ᒪᐅᓇ ᑮᓇᐅᔭᓕᕆᓂᒃᑯᑦ ᐊᒻᒪ ᐊᐅᓚᑦᑎᓂᒃᑯᑦ ᐱᔨᑦᑎᕋᐅᑎᑎᒍᑦ ᐅᑯᓄᖓ ᒪᓕᒐᓕᕆᔾᑯᓐᓄᑦ ᑲᑎᒪᔨᓄᑦ ᒪᓕᒡᓗᓂ ᑕᒪᐅᖓ ᒪᓕᒐᕐᓂᒃ, ᐱᕐᑯᓯᕐᓂᒃ ᐊᒻᒪᓗ ᐊᑐᐊᒐᕐᓂᒃ.

ᑮᓇᐅᔭᓕᕆᔾᑯᓐᓄᑦ ᑎᑎᕋᖅᑎ ᑲᒪᒋᔭᖅᑲᖃᔭᖅᑐᖅ ᑮᓇᐅᔭᓕᕆᓂᕐᒧᑦ, ᐊᐅᓚᑦᑎᓂᕐᒧᑦ ᐊᒻᒪ ᑎᑎᕋᖅᑎᐅᓂᕐᒧᑦ ᐱᔨᑦᑎᕋᐅᑎᓂᒃ ᒪᓕᒐᓕᕆᔾᑯᑦ ᑲᑎᒪᔨᖏᓐᓄᑦ ᓄᓇᕗᒻᒥᑦ ᐱᓕᕆᐊᒃᓴᐃᑦ ᓈᒻᒪᓈᖅᓯᒪᑎᓪᓗᒋᑦ, ᐱᓕᕆᐊᕆᑦᑎᐊᖅᐸᓪᓗᒋᑦ ᐊᒻᒪᓗ ᑕᒻᒪᖅᓯᒪᙱᑦᑐᒃᑯᑦ ᑮᓇᐅᔭᓕᕆᓂᕐᒥᒃ ᐊᒻᒪ ᐊᐅᓚᑦᑎᓂᕐᒥᒃ ᐱᓕᕆᐊᖅᑲᕐᓂᒃᑯᑦ. ᑮᓇᐅᔭᓕᕆᔾᑯᑦ ᑎᑎᕋᖅᑎᖓ ᒪᓕᒃᓯᖅᑐᖅ ᑮᓇᐅᔭᓕᕆᓂᕐᒧᑦ ᐊᐅᓚᑦᑎᓂᕐᒥᒃ ᒪᓕᒐᕐᒥᒃ, ᑮᓇᐅᔭᓕᕆᓂᕐᒧᑦ ᐊᑐᖅᑕᐅᕙᒃᑐᓂᒃ ᐊᒻᒪᓗ ᐱᓕᕆᕝᕕᖕᓄᑦ ᐊᑐᐊᒐᕐᓂᒃ ᐊᒻᒪ ᐊᑐᖅᑕᐅᕙᒃᑐᓂᒃ.

ᓂᕈᐊᕆᔭᐅᔪᖅ ᑲᒪᒋᔭᖅᑲᖃᔭᖅᑐᖅ ᖃᐅᑕᒫᑦ ᐱᓕᕆᐊᕆᔭᕆᐊᓕᖕᓂᒃ ᑮᓇᐅᔭᓕᕆᓂᒃᑯᑦ ᑲᑐᔾᔨᖅᑲᑎᒌᑦ ᐱᓕᕆᐊᖏᑦ ᓈᒻᒪᒃᑐᒃᑯᑦ ᐱᓕᕆᐊᕆᔭ – ᐅ ᑎᓪᓗᒋᑦ, ᑭᖑᕙᓯᙱᓪᓗᑎᒃ ᐊᒻᒪᓗ ᑕᒻᒪᖅᑕᖅᓯ ᒪᙱᓪᓗᑎᒃ. ᐊᐅᓚᑦᑎᔨᓄᑦ ᑎᑎᕋᖅᑎᐅᓗᓂ ᑎᑎᕋᕝᕕᖕᒧᑦ ᐱᓕᕆᐊᖑᔭᕆ – ᐊᖅᑲᖅᑐᓂᒃ. ᖁᑖᓃᑦᑐᑦ ᐱᓕᕆᔾᔪᓯᐅᔭᕆᐊᖅᑲᖅᑐᑦ ᐊᔪᕈᓐᓃᖅᑕᐅᓯᒪᓗᑎᒃ ᐃᒪᓐᓇ:

- ᑎᑎᕋᖅᑎᐅᓂᕐᒥᒃ ᐊᒻᒪ ᑎᑎᕋᕝᕕᒃᒥᑦ ᐊᑐᖅᑕᐅᕙᒃᑐᓂᒃ ᐃᓕᓐᓂᐊᕌᓂᒃᓯᒪᓗᓂ ᐃᓚᖅᑲᖅᑐᓂ ᑕᒪᐅᓇ ᑮᓇᐅᔭᓕᕆᓂᕐᒥᒃ ᐊᒻᒪ ᐊᐅᓚᑦᑎᔨᐅᓂᕐᒥᒃ ᐱᓕᕆᐊᖅᑲᖅᓯᒪᓗᓂ.
- ᐊᔾᔨᖏᓐᓂᒃ ᐊᔪᙱᓐᓂᖅᑲᖅᑐᑦ ᐃᓱᒪᒋᔭᐅᓂᐊᕐᒥᔪᑦ.

ᐃᓄᒃᑎᑐᑦ ᖃᐅᔨᒪᓗᓂ, ᓄᓇᓕᖕᓂᒃ, ᐃᓕᖅᑯᓯᕆᔭᐅᔪᓂᒃ ᐊᒻᒪᓗ ᐃᓄᐃᑦ ᖃᐅᔨᒪᔭᑐᖃᖏᓐᓂᒃ ᐱᐅᓇᔭᖅᑐᖅ. ᑮᓇᐅᔭᐊᒃᓴᖅ ᐋᖅᑭᒃᑕᐅᓯᒪᔪᖅ ᒫᙵᑦ $60,000-ᓂ $75,000-ᒧ ᐊᔪᙱᓂᓇᔭᐅᔪᖅ ᒪᓕᒃᑕᐅᓗᓂ ᐊᒻᒪᓗ ᐃᓚᖅᑲᖃᔭᖅᖢᓂ ᐅᑭᐅᖅᑕᖅᑐᖅᒦᓐᓂᕐᒧᑦ ᐃᑲᔫᑎᒃᓴᓂᒃ, ᐃᒡᓗᒧ ᐊᑭᓕᐅᑎᒃᓴᓄᑦ, ᐃᑦᑐᖅᓯᐅᑎᑖᕈᑎᒃᓴᓂᒃ ᐲᔭᐃᖕᖓᐃᙵᓗᓂ, ᐋᓐᓂᐊᕐᓂᕐᒧᑦ ᓇᐅᑦᑎᐅᒃᑯᒦᓂᒃ, ᐊᔪᕈᓐᓃᖅᓴᕈᓐᓇᕐᓗᓂ ᐊᒻᒪᓗ ᕿᑲᕈᓐᓇᐅᑎᖅᑲᖅᖢᓂ. ᐱᓕᕆᐊᖅᑲᖅᑲᑕᐅᔪᒪᒍᕕᑦ ᐃᖅᑲᓇᐃᔮᑎᒍ ᐅᑯᓇᓂ ᒪᓕᒐᓕᕆᔾᑯᑦ ᑲᑎᒪᔨᖏᓐᓂᒃ ᓄᓇᕗᒻᒥᑦ ᐱᓕᕆᔪᓂᒃ ᐅᕗᖓ ᐃᖅᑲᓇᐃᔮᖅᑖᕋᓱᒌᑎᓯ ᓇᔅᓯᐅᑎᓗᒋᑦ:

Sarah Mihailovich
Legal Services Board of Nunavut
c/o Kivalliq Legal Services
P.O. Box 420, Rankin Inlet, NU X0C0G0
ᖃᕆᓴᐅᔭᒃᑯᑦ: **hr-applications@nulegalaid.com**

ᐅᓪᓗᖅ ᒪᑐᐃᕝᕙᖓ: **ᓰᑏᑉᐱᕆ 30th, 2022**

ᐃᖅᑲᓇᐃᔭᖅᑎᑦ ᐃᑦᑐᒃᓴᖓᓄᑦ ᐃᑲᔪᖅᑕᐅᔾᔪᑎᖅᑲᙱᑦᑐᖅ.

ᓂᕈᐊᕆᔭᐅᓂᖅᓴᑦ ᓄᓇᕗᒻᒥᑦ ᓄᓇᑖᕈᑎᓂᒃ ᐃᓚᒋᔭᐅᔪᑦ.

ᐃᖅᑲᓇᐃᔮᒃᓴᒧᑦ ᓇᓗᓇᐃᔭᖅᓯᒪᔪᓂᒃ ᐱᔪᓐᓇᖅᑐᓯ ᐱᔪᒪᒍᕕᑦ.

ᑖᒃᑯᓄᖓ ᐊᐱᖅᓱᖅᑕᐅᔪᒪᔪᑦ ᖃᐅᔨᑎᑕᐅᓂᐊᖅᑐᑦ.

ENGLISH ᐃᓄᒃᑎᑐᑦ