

# Accounting Clerk III – Payroll

**Location:**

Happy Valley Goose Bay, NL

**Department:**

Finance, Human Resources & Information Technology

**Term:**

Permanent Full-time

**Closing Date:**

November 11, 2020

**Responsibilities:**

- Ensure that payroll is processed in accordance with Nunatsiavut Government/Federal/Provincial payroll policies.
- Maintain and ensure timesheets and attendance records are accurate for payroll purposes.
- Initiate and sustain staff database for annual leave, sick leave and all other leave on a biweekly basis and distribution of summaries to all staff.
- Calculate and submit all government remittances and payroll attachments within specified timeframes.
- Ensure employees are registered for group insurance and pension benefits, while maintaining databases
- Other related duties

**Qualifications:**

- Diploma in Accounting or Business Administration or equivalent training with minimum 3 years' experience
- Knowledge of Microsoft Word, Excel, computerized accounting software, preferably AccPac Sage

**Contact:**

[careersonline@nunatsiavut.com](mailto:careersonline@nunatsiavut.com)

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

# kenaujaliginimmut SuliaKatti III-Akiliusialigiji



## Nani:

Happy Valley-Goose Bay, NL

## suliaKapvik:

SuliaKapvik kenaujannut, SuliaKattinut amma Kagitaujaligijinginnut

## Kanga:

SuliaKatsainalluni Iluingajunik- sitontiKalluni

## killilipvinga:

November 11, 2020

## kamagijatsat:

- kamatsianiKalluni akilittaugutet âkKisuttauKattagianginnut malittautillugit Nunatsiavut kavamangata/Federallet/Prâvinsiulu akilittaugutinnut maligatsangit.
- Tigumiatsainaluni amma kamatsianiKalluni sitontingit amma suliaKapvimeKattaninginnut Kaujimajaugutingit sulitsiamangâta akilittaugutitsanginnut.
- SakKititsiluni amma allaKattaluni suliaKattet Kaujimajaugutinginnik ilingajunik jâri tamât silakKijagiamut nukKangapvisanginnik, Kanimanimmut nukKangapvinginnik ammalu ilonnanginnik asiagut nukKangautinginnik maggoni wogenni tamât ammalu tuniukKaiKattaluni nalunaikkutanginnik ilonnanginnut suliaKattinut.
- kamagitsiaKâlugit amma tunitsiKattaluni ilonnanginnik akilegutigijausimajunik ammalu akilittaugutigijausimajut atatillugit iluani nalunaittausimajumi sakKititaugutigigialinginni.
- SuliaKattet kamagijausimallutik allatausimanimmut ilonnainut insuransimut amma ittusiutet ikajotinginut, tamât paitsiluni allataumajunik
- Asinginnilu tamakkununga ilinganiKajunik suliatsaKaKattaluni

## Ilisimausigigialingit:

- NalunaikkutaKalluni kenaujaliginimmut upvalu kenaujaliupvimi Aulatsisongunimmut upvalu atjigajattangatut ilinniasimalluni mikinitsaungitumik pingasuni jârini suliaKasimalluni.
- KaujmaniKalluni Kagitaujaligisongugiamut taijamik Microsoft Word, Excel, kenaujaliginimmut atuttauKattajunik, piluattumik AccPac Sage.

## Kaujisallutit:

[careersonline@nunatsiavut.com](mailto:careersonline@nunatsiavut.com)

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatsasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatsasiugutimmilonnet ottugannimi.