

Accounting Clerk II



Location:

Makkovik, NL

Department:

Education & Economic Development

Term:

Permanent Full-Time

Closing Date:

December 7, 2020

Responsibilities:

- Responsible for the data entry into accounts receivable and accounts payable of the financial system.
- Ensure all invoices are properly coded in accordance with purchase orders, authorities and budgetary allocations and in a timely manner.
- Responsible for ensuring that all pertinent invoices are matched with appropriate purchase orders and necessary documentation attached.
- Preparation of cheques and EFT's for payment as required.
- Ensuring the accuracy of accounts payable data entry prior to signing-off for payment.
- Preparation and submission of HST rebate forms.
- Preparation of expenditure reports on a monthly basis for Assistant Directors and Directors.
- Track student expenses against authorizations.
- Other related duties as required.

Qualifications:

- Diploma in Office Administration or Business Administration with course work in accounting/bookkeeping with 3 year's experience or an equivalent combination of education and experience.
- Knowledge of AccPac Plus accounting programs, Microsoft Excel and Word.
- Organizational and time management skills.

Contact:

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.

Nani:

Makkovimmi, NL

SuliaKapvik:

Inositsiagittotitsijet Inuillu Pivalliagutitsanginnut

Kanga:

SuliaKainnaluni Illuingajunik sitontiKalluni

killilipvinga:

December 7, 2020

kamagijatsat:

- Kagitaujattigut iliukKaigialik kenaujattâgutinik akiligialinnilu kenaujaliginnimi
- kamatsiagialik ilonnatik alakkasâjait nalunaitsijautsiasimagialet pisiangusimajunit, aulatsijinit, kenaujattâtuligijinillu, pigunnasituaguni suliaigillugit.
- kamatsiagialik ilonnatik akiliutausimajut nalunaittaaugiangit pisiangusimajut alakkasâjaKatsialutik.
- Sikkinik atuinngutjigialik Kagitaujattigullu akilegialik akiliusiatsanik pigiaKaguni.
- kamatsiagialik nâmmannâtsianingit akilittaaugialet pijagettausiakKâgani akilittauluni.
- Atuinngutjigialik âtsiKattagialillu kenaujattâgutitsanik tatattugattigut.
- Atuinngutjigialik Kaujisautitsangita AngajukKât tullingita, AngajukKângitalu takKi tamât.
- kamatsiagialik ilinniutit kenaujaligiutinginnik kamaKattatunit.
- Asinginnilu suliangugiaKagajattunik.

Ilisimausigigialingit:

- NalunaikkutaKajutsak SuliaKapvini Aulatsijiugiamut kenaujaligijiugiamullonet Aulatsigiamut, ilinniasimalluni kenaujaligigiamik/allatiutsiagiamut pingasuni jârini suliaKasimalluni atjigalanganillonet ilinniasimalluni suliaKasimallunilu.
- SuliaKannimini ukuninga atugiamik Kaujimajutsak: AccPac Plus kenaujaligiutet, Kagitaujanillu: Microsoft Excel, Word-imillu.
- ÂkKisuisimsiajutsak, suliaKanniminilu kamatsianiKalluni.

Kaujisallutit: careersonline@nunatsiavut.com Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.Nunatsiavut kavamanga atjigettisiKattatuk suliasasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliasasiugutimillonnet ottugannimi.