

Accounting Clerk I



Location:

Nain, NL

Department:

Finance, Human Resources & Information Technology

Term:

Temporary Full-Time

Closing Date:

December 11, 2020

Responsibilities:

- Issuing Purchase Order as per policy ensuring accuracy in budget allocation and coding.
- Perform functions within Accounts Payable module i.e. maintenance of vendor list, EFT information, data entry and accuracy of same, prior to processing payments.
- Ensure proper documentation is attached to all invoices.
- Ensure all invoice filed in an accurate and timely manner.
- Update, ensure accuracy and distribute employees leave summaries.
- Upkeep of monthly expenditure reports for all departments.
- Other related duties as required.

Qualifications:

- Diploma in Accounting or Business Administration or equivalent training with minimum 3 years' experience.
- Working knowledge of computerized accounting software, preferably AccPac Sage.
- Extensive knowledge and use of Microsoft Excel

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.

kenaujaligijitsak I



Nani:
Nainimi, NL
suliaKapvik:
SuliaKapvik kenaujannut, SuliaKattinut amma Kagitaujaligijinginnut
Kanga:
NutagatsaKattuKanningani Suliatsak
killilipvinga:
December 11, 2020
kamagijatsat:
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Ilisimausigigialingit:
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Kaujisallutit: careersonline@nunatsiavut.com Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.Nunatsiavut kavamanga atjigettisiKattatuk suliaatsiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliaatsiugutimilonnet ottugannimi.