

Accounting Clerk II



Location:

Makkovik

Department:

Education & Economic Development

Term:

Permanent Full-Time

Closing Date:

November 1, 2021

Responsibilities:

- Responsible for the data entry into post-secondary student master files.
 - Ensure all regular post-secondary student support payments are properly coded in accordance with current policies, authorities and budgetary allocations.
 - Responsible for ensuring that all post-secondary student requests for reimbursement are matched with appropriate eligible supports, necessary documentation is attached, and processed in a timely manner.
 - Preparation of cheques and EFT's for payment to post-secondary students as required.
 - Responsible for ABE student payroll, including attendance review and bi-weekly living allowance payments.
 - Track all student expenses against authorizations.
 - Training and in-servicing as required.
- 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.

Assets:

- Bilingual in Inuktitut and English

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:

SuliaKapvinga Ilinniatiuligijet & kenaujatigut Pivalliatitsijet

Kanga:

SuliaKainnaluni Ilonnainik SitontiKalluni

killilipvinga:

November 1, 2021

kamagijatsat:

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Asinginnilu suliatSaKaKattaluni pigiaKatuaguni.

Ilisimausigigialingit:

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

ÂkKisuisimatsiajutsak, suliaKanniminilu kamatsianiKalluni.

Ikajotigijausot:

- UKâlasongulluni Allasongullunilu Inuttitut Kalunnâtitullu

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.