

Location:

Makkovik

Department:

Education & Economic Development

Term:

Permanent Full-Time

Closing Date:

26 July, 2022

Responsibilities:

- Responsible for the overall management of the Education Division's accounting functions.
- Assist in the development, review and implementation of financial policies and procedures.
- Plans and coordinates in conjunction with Director and Assistant Directors, annual budget forecasts, funding proposals and submissions, monthly financial statements, annual audits, and following up to ensure regular updates on funding proposals and sources is provided;
- Provides regular and ad hoc reporting of financial information required for all funding, regulatory, compliance and management purposes.
- Monitor the financial performance of the division and report any significant variances to the Director of Education as well as the Assistant Controller.
- Preparation of the monthly reconciliations, including bank and accounts receivable.
- Oversee the day-to-day financial operations and supervise staff members.
- Manages finance staff in accordance with the Nunatsiavut Government policies.
- Training and in-servicing as required.
- Travel as required.
- Other related duties as required.

Qualifications:

- Bachelor of Business Administration or Commerce with 5 year experience or an equivalent combination of education and experience.
- Three years work experiences in financial management.
- Excellent organizational, leadership, communication and analytical skills.
- Intermediate/advanced user of the Internet and software applications such as Microsoft Word, Excel, etc.

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.

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26 Julai, 2022
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Ikajuvalligajattuit:
UKalasonguguni Inuttitut Kallunatitullu

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet ajausimagialet fimfiliak apvaKattingu matuttauvingata ullugani.