

Manager of Finance & Corporate Services (NHC)



Location:

Nunatsiavut

Department:

Affairs

Term:

Permanent Full-Time

Closing Date:

August 10, 2022

Responsibilities:

- Establishment of accounting policies, internal financial controls, financial system and other matters related to the establishment of a new corporation (the Nunatsiavut Housing Commission);
- Responsible for all aspects of financial management and reporting, including maintaining general ledger, preparation of monthly financial statements, bank reporting, payroll, budgeting, and cash flow, which may include, but is not limited to: the preparation and oversight of an annual budget and cash flow for operations and capital projects; overseeing monthly reconciliations of cash, accounts receivable, accounts payable, and other applicable accounts; management and oversight of payroll activities; and preparation of monthly, quarterly and year end journal entries and supporting documentation, including analysis of final posted balances;
- Responsible for maintaining effective financial and administrative planning processes and functions and reviewing selected business operations to identify areas for process improvement;
- Assisting in the preparation of Business Plans and 5-year Financial Plans in relation to the activities and programs of the Nunatsiavut Housing Commission;
- Preparation of financial reports on a monthly basis for delivery to a Government body and a Board of Commissioners;
- Preparation of annual financial statements and liaise with external accountants and auditors as required;
- Be the primary banking contact;
- Other related duties as required.

Qualifications:

- Bachelor's degree in business, commerce, accounting, finance or a relevant field;
- Accounting designation (CPA, CA, CGA, CMA) required;
- Minimum 5+ years of related work experience in a senior accounting role.
- Strong knowledge of financial management and oversight, accounting principles, payroll software, budget oversight and financial reporting, preferably for a government or government agency;
- Excellent oral and written communication and interpersonal skills;
- Excellent leadership and management skills;
- Exceptional analytical skills;
- Excellent computer skills, specifically in accounting software and Microsoft Office;
- Ability to develop and maintain strong relationships with staff members;
- Competent in problem solving, team building, planning and decision making.

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.

AngajukKasak kenaujaliginnimi
ammalu kuapait
suliaqijaunninginni (NC-kuni)



Nani:
Nunatsiavummi
suliaKapvik:
Nunatsiavut Aulatsivinga
Kanga:
SuliaKainnanialluni Ilonnainik SitontiKalluni
killilipvinga:
Augggos 10, 2022
kamagijatsat:
• ÂkKisuiKattaluni kenaujaliginnimi maligatsanik, suliaKapvimi kamagijaugialinnik, kenaujaliginnimi kamausiujunik asinginnilu pitjutiKattunik âkKisuinnimi nutânik kuapaujunik (sollu Nunatsiavummi Illuliginnimi katimajuijut): • kamagiaKaKattaluni ilonnainik kenaujaliginnimi kamausiujunik sujuKalimmangâllu Kaujimatitsiutiujuunik, ilauKasiutillugu allaKutiujunik piulimatsisongugiaKannik, atuinnaguttigiKattaluni takKi tamât kenaujaligijiunik pillugu Kaujimatitsiugutiujunik, bankkiliaKattanik pillugu Kaujimatitsiutiujuunik, akiliusianguKattajuit pillugit, kenaujaliginnik pillugu Katsitut kenaujanik atummangâmmik, ilauKasiutillugu, tamannatolungikkaluattillugu, atuinnaguttiginnilu jâriuniattumi kenaujatsaujunik, Katsitommangâta kenaujatsait atuttaugialet suliangugialinnut, kamaKattaluni takKi tamât kenaujatsaujunik, akilittugialinnilu, asinginnilu kenaujatigut akiligialinnik, asinginnilu kenaujatigut kamagigialinnik, kamaKattaluni kamagijaugialinnik akiliusiangugialinnik, atuinnaguttigiKattaluni takKi tamât , jârilu anigotilauttinagu, jâriullu nâningani kenaujatigut kaujimatitsigutiujunik asinginnilu allaKutiujunik, ilauKasiutillugu kenaujait atuttausimanningita allasimanningit sulitsiagaluammangâta; • kamaKattaluni piulimatsisiannimik atunniKattisialutik kenaujanik atusongunnimik ammalu Kanuk piunippâmik kenaujaliugutiKasongujunik kenaujaliunninginni piusiummititsigiamik; • IkajuKattaluni atuinnagattijuKanningani kenaujaliugutitsasiunnimut atuinnaguttigialinnik, tallimanilu (5) jârini kenaujatsaugajattunik AtuinnaguttigijuKanningani, pillugit suliangugialet ikajositsaugajattuilu Nunatsiavut Illuliginnimi katimajinginnut; • AtuinnaguttigiKattaluni kenaujalittânimi Kaujimatitsigutiujunik takKi tamât âKattalugit kavamaligijiujunut ammalu katimajuijut AngajukKauKatigenginnut; • AtuinnaguttigiKattaluni jâri tamât kenaujalittânim pillugu Kaujimatitsigutiujunik ikajuttigeKatiKaKattaluni asinginnik kenaujaligijiujunik ammalu kenaujait sunatolimmangâta kititsijinik pigiaKatuaguni; • Bankkitigut kamagijaugiaKaKattajuit pillugit Kaujimatitsijiulluni; • Asinginnilu kamaKattaluni pigiaKatuaguni.

Ilisimausigigialingit:
• NalunaikkutaKalluni ilinniasimaniminut kenaujaliugutiKasongugiamut, kenaujaligisongugiamut, kenaujilittâjunik kamasongugiamut ubvalu taimaittuit atjigalanginnik; • Imaittuit pillugit kenaujaligisongulluni pigiaKatuaguni (CPA,CA,CGA,CMA) • Mikinippâmik tallimani (5) jârini taimaittuit atjinginnik suliaKautiKasimalluni angajutliujuit suliaigisongunnik kenaujaliginnimi. • Songujumik ilisimautiKalluni kenaujaligijiunnimik kamasongunnimik, kenaujaligijiusimannimik, Kagitaujatigut atuttausongunik kenaujaliginnimi, kenaujalittanik pillugu Kaujimatitsisongunnimik, piugijaulualluni kamasonguppat kavamauijunik ubvalu kavamauijuni suliaKapviujunik. • Piujumik uKâlasonguniKalluni allasiasonguniKalluni, asimminillu suliaKaKatiKatsiasongulluni. • Piujumik sivukkatattiusonguniKalluni kamatsiasonguniKallunilu. • Piujummagimmik KaujisautiKasongunniKalluni. • Piujumik ilisimautiKalluni Kagitaujanik atusongunnimik, piluattumik atuttausongunik kenaujaliginnimi, taijanillu Microsoft Office. • PisonguniKalluni âkKisitsiasongugiamik songujumik suliaKaKatiKatsiasongunnimik suliaKaKatimminik. • PisonguniKatsialuni apomautaujuKalippat âkKisisonugiamik, suliaKaKatimminik suliaKaKatiKatsiasongulluni, sunatuinnanik pannaigutiKatsiasongulluni, sunatuinnait, Kanutuinnalu kajusiutjaugiaKalippata pitsiasonguniKalluni.

Kaujisallutit:
careersonline@nunatsiavut.com
Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliaatsasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliaatsasiugutimmilonnet ottugannimi.