

# Manager of Finance & Corporate Services (NHC)



## Location:

Nunatsiavut

## Department:

Affairs

## Term:

Permanent Full-Time

## Closing Date:

September 30, 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](mailto: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.

AngajukKâsak kenaujaliginnimi  
ammalu kuapait  
suliagijaunninginni (NHC-kuni)



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| <b>suliaKapvik:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Kanga:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>killilipvinga:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>kamagijatsat:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"><li>ÂkKisuiKattaluni kenaujaliginnimi maligatsanik, suliaKapvimi kamagijaugialinnik, kenaujaliginnimi kamausiujuunik asinginnilu pitjutiKattunik âkKisuinnimi nutânik kuapaujuunik (sollu Nunatsiavummi Illuliginnimi katimajiujuut):</li><li>kamagiaKaKattaluni ilonnainik kenaujaliginnimi kamausiujuunik sujuKalimmangâllu Kaujimatitsiutiujunik, ilauKasiutillugu allaKutiujunik piulimatsisongugiaKannik, atuinnauguttigiKattaluni takKi tamât kenaujaligijiunik pillugu Kaujimatitsiugutiujunik, bankkiliaKattanik pillugu Kaujimatitsiutiujunik, akiliusianguKattajuit pillugit, kenaujaliginnik pillugu Katsitut kenaujanik atummangâmmik, ilauKasiutillugu, tamannatolungikkaluattillugu, atuinnauguttiginnilu jârûniattumi kenaujatsaujuunik, Katsitommangâta kenaujatsait atuttaugialet suliangugialinnut, kamaKattaluni takKi tamât kenaujatsaujuunik, akilittugialinnilu, asinginnilu kenaujatigut akiligialinnik, asinginnilu kenaujatigut kamagigialinnik, kamaKattaluni kamagijaugialinnik akiliusiangugialinnik, atuinnauguttigiKattaluni takKi tamât , jârûlu anigotilauttinagu, jârûllu nâningani kenaujatigut kaujimatitsigutiujunik asinginnilu allaKutiujunik, ilauKasiutillugu kenaujait atuttausimanningita allasimanningit sulitsiagaluammangâta;</li><li>kamaKattaluni piulimatsisianiimmik atunniKattisialutik kenaujanik atusongunnimik ammalu Kanuk piunippâmik kenaujaliugutiKasongujunik kenaujaliunninginni piusiummitsigiamik;</li><li>IkajuKattaluni atuinnaugattijuKanningani kenaujaliugutitsasiunni atuinnauguttigialinnik, tallimanilu (5) jârûni kenaujatsaugajattunik AtuinnauguttigijuKanningani, pillugit suliangugialet ikajositsaugajattuilu Nunatsiavut Illuliginnimi katimajinginnut;</li><li>AtuinnauguttigiKattaluni kenaujalittânimi Kaujimatitsigutiujunik takKi tamât âKattalugit kavamaligijiujunut ammalu katimajiujuut AngajukKauKatigenginnut;</li><li>AtuinnauguttigiKattaluni jârû tamât kenaujalittânik pillugu Kaujimatitsigutiujunik ikajuttigeKatiKaKattaluni asinginnik kenaujaligijiujunik ammalu kenaujait sunatolimmangâta kititsijunik pigiaKatuaguni;</li><li>Bankkitigut kamagijaugiaKaKattajuit pillugit Kaujimatitsijiulluni;</li><li>Asinginnilu kamaKattaluni pigiaKatuaguni.</li></ul> |

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| <b>Ilisimausigigialingit:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"><li>NalunaikkutaKalluni ilinniasimanimmint kenaujaliugutiKasongugiamut, kenaujaligisongugiamut, kenaujilittâjuunik kamasongugiamut ubvalu taimaittuit atjigalanginnik;</li><li>Imaittuit pillugit kenaujaligisongulluni pigiaKatuaguni (CPA,CA,CGA,CMA)</li><li>Mikinippâmik tallimani (5) jârûni taimaittuit atjinginnik suliaKautiKasimalluni angajutliujuit suliagisongunnik kenaujaliginnimi.</li><li>Songujumik ilisimautiKalluni kenaujaligijiunniimmik kamasongunnimik, kenaujaligijiusimannimik, Kagitaujatigut atuttausunik kenaujaliginnimi, kenaujalittanik pillugu Kaujimatitsisongunnimik, piugijaulualluni kamasonguppat kavamaujuunik ubvalu kavamaujuni suliaKapviujunik.</li><li>Piujumik uKâlasonguniKalluni allasiasonguniKalluni, asimminillu suliaKaKatiKatsiasongulluni.</li><li>Piujumik sivukkatattiusonguniKalluni kamatsiasonguniKallunilu.</li><li>Piujummagimmik KaujisautiKasongunniKalluni.</li><li>Piujumik ilisimautiKalluni Kagitaujanik atusongunnimik, piluattumik atuttausongunik kenaujaliginnimi, taijanillu Microsoft Office.</li><li>PisonguniKalluni âkKisitsiasongugiamik songujumik suliaKaKatiKatsiasongunnimik suliaKaKatimminik.</li><li>PisonguniKatsialuni apomautaujuKalippat âkKisongugiamik, suliaKaKatimminik suliaKaKatiKatsiasongulluni, sunatuinnanik pannaigutiKatsiasongulluni, sunatuinnait, Kanutuinnalu kajusiutjaugiaKalippata pitsiasonguniKalluni.</li></ul> |

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

Nunatsiavut kavamanga atjigettisiKattatuk suliatsasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatsasiugutimillonnet ottugannimi.