

Accounting Clerk I

**Location:**

Happy Valley-Goose Bay

Department:

Finance, Human Resources & Information Technology

Term:

Permanent Full-Time

Closing Date:

October 19, 2023

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 the same, prior to processing payments.
- Ensure proper documentation is attached to all invoices.
- Ensure all invoice filed in an accurate and timely manner.
- 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

Assets:

- Bilingual Inuktitut/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:
Happy Valley-Goose Bayimi
SuliaKapvik:
SuliaKapvik kenaujannut, SuliaKattinut amma Kagitaujaligijinginnut
Kanga:
SuliaKainnaluni Ilonnainik SitontiKalluni
killilipvinga:
Oktobera 19, 2023
kamagijatsat:
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Atuvalligajattut:
Tamâginnik uKâlasongulluni Inuttitut Kallunâtitullu

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.