

ACCOUNTING CLERK III – PAYROLL

DEPARTMENT: FINANCE, HUMAN RESOURCES & INFORMATION TECHNOLOGY

TERM: TEMPORARY FULL-TIME (MAT LEAVE)

COMMUNITY: HAPPY VALLEY-GOOSE BAY

CLOSING: FEBRUARY 3, 2024

Responsibilities:

- Ensure that payroll is processed in accordance with Nunatsiavut Government/Federal/Provincial payroll policies.
- Maintain and ensure timesheets and attendance records are accurate for payroll purposes.
- Initiate and sustain staff database for annual leave, sick leave and all other leave on a biweekly basis and distribution of summaries to all staff.
- Calculate and submit all government remittances and payroll attachments within specified timeframes.
- Ensure employees are registered for group insurance and pension benefits, while maintaining databases.
- Other related duties.

Assets:

- Bilingual in Inuktitut and English.

Benefits:

- 4% vacation pay with the option to accrue.
- Paid sick leave.

Qualifications:

- Diploma in Accounting or Business Administration or equivalent training with minimum 3 years' experience.
- Knowledge of Microsoft Word, Excel, computerized accounting software, preferably AccPac Sage.

Contact:

careers@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.

KENAUJALIGINIMMUT SULIAKATTI III-AKILIUSIALIGIJI

SULIAKAPVIK: SULIAKAPVIK KENAUJANNUT, SULIAKATTINUT AMMA KAGITAUJALIGIJINGINNUT

KANGA: AKUNIULUNGITUMI SULITSAK SULIATSAKAINNAGALUALLUNI

NANI: HAPPY VALLEY-GOOSE BAY

KILLILIPVINGA: FEVRUAR 3, 2024

kamagijatsat:

- kamatsianiKalluni akilittaugutet âkKisuttauKattagiannut malittautillugit Nunatsiavut kavamangata/Federallet/Prâvinsi-ulu akilittaugutitut maligatsangit.
- Tigumiatsainaluni amma kamatsianiKalluni sitontingit amma suliaKapvimeKattaninnginnut Kaujimajaugutingit sulitsiamangâta akilittaugutitsanginnut.
- SakKititsiluni amma allaKattaluni suliaKattat Kaujimajaugutinginnik ilingajunik jâri tamât silakKijagiamut nukKangapvisanginnik, Kanimanimmut nukKangapvinginnik ammalu ilonnanginnik asiagut nukKangautinginnik maggoni wogenni tamât ammalu tuniukKaiKattaluni nalunaikkutanginnik ilonnanginnut suliaKattinut.
- kamagitsiaKâlugit amma tunitsiKattaluni ilonnanginnik akilegutigijausimajunik ammalu akilittaugutigijausimajut atatillugit iluani nalunaittausimajumi sakKititaugutigigialinginni.
- SuliaKattat kamagijausimallutik allatausimanimmut ilonnainut insuransimut amma ittusiutet ikajotinginut, tamât paitsiluni allataumajunik.
- Asinginnilu tamakkununga ilinganiKajunik suliatSaKaKattaluni.

Ilisimausigigialingit:

- NalunaikkutaKalluni kenaujaliginimmut upvalu kenaujaliupvimi Aulatsisongunimmut upvalu atjigajattangutut ilinniasimalluni mikinitsaungitumik pingasuni jâri suliaKasimalluni.
- KaujimanikKalluni Kagitaujaligisongugiamut taijamik Microsoft Word, Excel, kenaujaliginimmut atuttauKattajunik, piluattumik AccPac Sage.

Ikajuvaligajuttuk:

- Tamâginnik uKâlasongugugialik Inuttitut Kallunâtittullu.

Ikajuttaugotet:

- 4% -timik nukKangaviujuni pigiaKaguni ikajuttaugutiKalluni pitjutillimik kenaujaliunnet akittugianimik
- Kanimaliguni suliaKagani akilittutauluni

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.