

ACCOUNTING CLERK I

DEPARTMENT: FINANCE, HUMAN RESOURCES & INFORMATION TECHNOLOGY

TERM: TEMPORARY PART-TIME

COMMUNITY: HAPPY VALLEY-GOOSE BAY

CLOSING: MARCH 18, 2024

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.

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.
- Working knowledge of computerized accounting software, preferably AccPac Sage.
- Extensive knowledge and use of Microsoft Excel.

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.

KENAUJALIGIJITSAK I

SULIAKAPVIK: SULIAKAPVIK KENAUJANNUT, SULIAKATTINUT
AMMA KAGITAUJALIGIJINGINNUT
KANGA: AKUNIUNGITUMI – ILANGANI SULIAKAKATTALUNI
NANI: HAPPY VALLEY-GOOSE BAYIMI
KILLILIPVINGA: MERTZ 18, 2024

kamagijatsat:

- TunitsiKattaluni Pisiutinnik maligatsatigut nalânegasualluni kenaujakuvinnut tunijauKattajunut amma nalunaikkutitut.
- SuliatsaKalluni aulataugialinnut iluani kenaujannik Akilittau-Kattagialinnut sollu kamagillugit akilitsapvigijaujut tulligejunut, EFT Kaujigatsangit, Kaujigatsanik Kagitaujammut ilisiKattaluni amma nalautsiluni atjinganut, sivungagut akilekKagani akilit-taugialinnut.
- kamagitsialugit nâmmasiattut allaKutet atagialet ilonnangin-nut akilittaugialinnut.
- kamagitsialugit ilonnatik akilittaugialet iljausimasiaKullugit nâmmasiattumik amma akunegasuangitumik.
- Asinginnut ilinganiKajunut suliatsaKalluni.

Ilisimausigigialingit:

- NalunaikkutaKalluni kenaujaliginimmut upvalu kenaujaliuguti-Kajunut Aulatsinimmut upvalu atjinginnik ilinniatitausimalluni mikinitsaungitumik pingasunik jârinik suliaKasimalluni.
- SuliaKagiamut Kaujimalluni Kagitaujammejunut kenaujanut atuttauKattajunut, piluattumik AccPac Sage.
- Angijummagimmik Kaujimalluni amma atusongulluni Micro-soft Excel.

Ikajuvaligajuttuk:

- Tamâginnik uKâlasongugugialik Inuttitut Kallunâtittullu.

Ikajuttaugotet:

- 4% -timik nukKangaviujuni pigiaKaguni ikajuttaugutiKalluni pitjutilimmik kenaujaliunnet akittugiannimik.
- Kanimiguni suliaKagani akilittutaulluni.

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.