

ACCOUNTING CLERK II

DEPARTMENT: FINANCE, HUMAN RESOURCES
& INFORMATION TECHNOLOGY

TERM: CASUAL

COMMUNITY: HAPPY VALLEY-GOOSE BAY

CLOSING: APRIL 12, 2024

Responsibilities:

- Responsible for the data entry into accounts receivable and accounts payable of the financial system.
- Ensure all invoices are properly coded in accordance with purchase orders, authorities and budgetary allocations and in a timely manner.
- Responsible for ensuring that all pertinent invoices are matched with appropriate purchase orders and necessary documentation attached.
- Preparation of cheques and EFT's for payment as required.
- Ensuring the accuracy of accounts payable data entry prior to signing-off for payment.
- Other related duties as required.

Assets:

- Bilingual in Inuktitut and English.

Benefits:

- 4% vacation pay.

Qualifications:

- Diploma in Office Administration or Business Administration with course work in accounting/bookkeeping with 3 year's experience or an equivalent combination of education and experience.
- Knowledge of AccPac Plus accounting programs, Microsoft Excel and Word.
- Organizational and time management skills.

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 II

SULIAKAPVIK: KENAUJALAGINNIMUT, SULIAKA-TTILIGINNIMUT, KAGITAUJALIGINNIMULLU

KANGA: KANGAULIPPAT SULIAKAJUTSAIT

NANI: HAPPY VALLEY-GOOSE BAYIMI

KILLILIPVINGA: ÂPREL 12, 2024

kamagijatsat:

- Kagitaujattigut iliukKaigialik kenaujattâgutini akiligialinnilu kenaujaliginnimi.
- kamatsiagialik ilonnatik alakkasâjait nalunaitsijautsiasimagialet pisiangusimajunit, aulatsijinit, kenaujattâtuligijnillu, pigunnasituaguni suliaigillugit.
- kamatsiagialik ilonnatik akiliutausimajut nalunaittaaugiangit pisiangusimajut alakkasâjaKatsialutik.
- Sikkinik atuinngutjigialik Kagitaujattigullu akilegialik akiliusiatsanik pigiaKaguni.
- kamatsiagialik nâmmannâtsianingit akilittaugialet pijagettausiakKâgani akilittauluni.
- Asinginnilu suliangugiaKagajattunik.

Ikajuvalligajuttuk:

- Tamâginnik uKâlasongugugialik Inuttitut Kallunâtittullu.

Ikajuttaugotet:

- 4% -timi nukKangaviujuni pigiaKaguni ikajuttaugutiKalluni.

Ilisimausigigialingit:

- NalunaikkutaKajutsak SuliaKapvini Aulatsijiugiamut kenaujaligijiugiamullonet Aulatsigiamut, ilinniasimalluni kenaujaligigiamik/allatiutsiugiamut pingasuni jârini suliaKasimalluni atjigalanganillonet ilinniasimalluni suliaKasimallunilu.
- SuliaKannimini ukuninga atugiamik Kaujimajutsak: AccPac Plus kenaujaligiutet, Kagitaujanillu: Microsoft Excel, Word-imillu.
- ÂkKisuisimatsiajutsak, suliaKanniminilu kamatsianiKalluni.

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.