

Government of Nunavut Employment Opportunity

Finance Clerk
Department of Finance
Cambridge Bay, Nunavut

As the Finance Clerk, you will provide accounting and administration support to the Departments within guidelines, policies and procedures of the department and the Government of Nunavut and responsible to ensure that financial data is received and input into the system in a timely and efficient manner so that user clients, the public, employees and outside agencies and the government are compensated fairly, efficiently, and accurately.

To be selected for an interview, you should have completion of Grade 12 (or GED) and a working knowledge of fundamental accounting principles and practices that would normally be acquired through basic accounting course. You should also have the following:

- Working knowledge of computer word processing and financial spreadsheets
- Knowledge of a basic office environment, data processing and filing systems
- Ability to read, write and speak Inuinnaqtun/Inuktitut is preferred

Knowledge of Inuit language, communities, culture, land and Inuit Qaujimagatuqangit is an asset.

Equivalencies that consist of a combination of education, knowledge, skills and abilities to formal education and experience requirements will be considered

This position is included in the Nunavut Employees Union and has a starting salary of \$45,474.00 per annum, plus a Northern Allowance of \$16,220.00 per annum

Reference #: 04-03-0500AL

Closing Date: December 8, 2006

Housing is not available for this position.



Write to: Department of Human Resources

Government of Nunavut,

P.O. Box 2375, Cambridge Bay, Nunavut X0B 0C0

Phone: (867) 983-4058 Toll Free # 1-888-667-6624

Fax: (867) 983-4061 e-mail: hreditikmeot@gov.nu.ca

- *The Government of Nunavut is committed to create a more representative workforce, so that it can better understand and serve the needs of Nunavummiut.*
- *Priority will be given to Nunavut Land Claims Beneficiaries.*
- *Only the candidates selected for interviews will be contacted.*
- *Job descriptions may be obtained by fax or email*
- *Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.*