

Government of Nunavut Employment Opportunity

Reconciliation Officer
Department of Finance
Iqaluit, NU

The Reconciliation Officer reports to the Manager, Financial Controls and is responsible for preparing monthly reconciliations for bank accounts involving a large volume of transactions in excess of \$750 million per annum. The incumbent reconciles several general ledger accounts and the payroll liability accounts, verifies the bi-weekly payroll deposit file for accuracy, makes daily electronic funds-transfers and maintains a record of daily bank balances. You will also generate remittances to a variety of organizations such as Canada Revenue Agency and will prepare and submit bi-weekly invoices to the Crown Agencies.

The ideal candidate will have completed several accounting courses recognized by a professional accounting association along with two years of experience with bank reconciliations and the general ledger. Your excellent communication and interpersonal skills will be an asset when dealing with government departments and agencies. Knowledge of Inuit language, communities, culture, land and Inuit Qaujimagatuuqangit 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 \$67,860.00 per annum, plus a Northern Allowance of \$12,109.00 per annum

REFERENCE #: 01-03-0607-181BN

Closing Date: November 24, 2006

NO SUBSIDIZED STAFF HOUSING AVAILABLE



**Write to: Department of Human Resources
Government of Nunavut,
P.O. Box 1000, Station 430, Iqaluit, Nunavut X0A 0H0
Phone: (867) 975-6222 Toll Free # 1-888-668-9993
Fax: (867) 975-6220 e-mail: gnhr@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.*