

Government of Nunavut Employment Opportunity

**Re-Advertisement
Finance Manager
Department of Education
Arviat, Nunavut**

Reporting to the Controller, HQ and Fields Operations, the Finance Manager is responsible for providing a wide range of financial management services to the Adult Learning and Post Secondary Services and Curriculum and School Services Divisions in Arviat Headquarters, including the day to day management and preparation of the divisions' payment processes, travel arrangements and general ledger maintenance. This position is also responsible for the on-going development of financial procedures, internal controls, audit verification strategies and management reporting systems within the divisions. The incumbent must work on a number of interrelated but separate projects simultaneously in order to ensure deadlines and goals of the department are achieved.

The successful candidate should have working knowledge of accounting practices and principles that would normally be obtained through 5 years of progressive financial experience combined with a Bachelor of Commerce/Administration degree or completion of a third level of a professional accounting program. The candidate is required to have strong analytical skills with the ability to interpret and action policies, directives, collective agreements and contracts with Hamlets and other 3rd party vendors.

Knowledge of Inuktitut, communities, culture, land and Inuit Qaujimatjuqangit 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 \$17,370.00 per annum

REFERENCE #: 03-320-0683SA

Closing Date: OPEN UNTIL FILLED

STAFF HOUSING HAS BEEN ALLOCATED TO THIS POSITION

**Write to: Department of Human Resources, Government of Nunavut
P.O. Bag 002, Rankin Inlet, Nunavut, X0C 0G0**

Phone: (867) 645-3072 Toll Free # 1-800-933-3072

Fax: (867) 645-2870 E-mail: sadams2@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.*