



# JOINT SECRETARIAT

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## EMPLOYMENT OPPORTUNITY FINANCE OFFICER – INUVIK, NT

Base Salary Range: \$67,760.00 - \$84,700.00 plus allowances and benefits  
Permanent Position

The Joint Secretariat provides administrative, financial, accounting expertise, technical, and logistical support to five (5) co-management boards. Reporting to the Finance Manager, the Finance Officer provides accounting services related to effective accounting controls. Ensures effective tracking and recording of Contribution Agreement payments are in place and implemented correctly, and that financial transactions, payment processes, revenues, general ledger maintenance, account reconciliations and reports are conducted in a timely manner.

This position works closely with the Finance Manager on budget forecasting, monitoring and control. This position provides expertise to the senior management team and resource coordinators on budget status, funds, contracts and other issues.

### **Qualifications:**

- Minimum post-secondary diploma in Business Administration or related field.
- A minimum of (3) three years of relevant experience in accounting, auditing, or similar financial areas in a computerized environment, or an acceptable combination of education and experience may be considered for this position.
- Minimum of two years' experience in an administrative or financial position responsible for financial operations or financial analysis is preferred.
- Strong organizational skills and pays close attention to detail.
- Strong computer skills using MS Office, Excel, and Sage Accounting Software.
- A desire to learn and grow would be an asset.
- Strong problem-solving skills that are analytical, pro-active, and strategic.
- Preference is given to those with prior living and /or working experience in Northern Canada.
- Preference is given to those with knowledge of the Inuvialuit Final Agreement.

Please visit the website at <https://www.jointsecretariat.ca> OR to apply with your cover letter and resume email [recruitment@jointsec.nt.ca](mailto:recruitment@jointsec.nt.ca);

**Preference will be given to beneficiaries of the Inuvialuit Final Agreement (IFA).**

**Closing date: OPEN UNTIL FILLED**

**The successful candidate will be required to submit a Criminal Record Check.**