



JOINT SECRETARIAT INUVIALUIT SETTLEMENT REGION

Employment Opportunity

Finance Clerk Permanent – F/T

Starting Annual Salary - \$61,520.00

The Joint Secretariat is a co-management body that serves to protect and preserve the Arctic Wildlife, Environment, and biological productivity. Our mission is to support and assist the interests of the wildlife and environmental councils, committees, and boards. These councils/committees/boards were established following the Inuvialuit Final Agreement on any matters relating to their respective responsibilities to protect Inuvialuit interest.

The Joint Secretariat is looking for a full-time Finance Clerk to support the work of the Joint Secretariat (JS) in Inuvik, NT. Under the direction of the Finance Manager, the incumbent handles daily financial activities such as data entry, email correspondence and to verify the coding of data entries before posting, recording statements, and posting in the system and ledger. Completes filing each day. Analyzing information to ensure accuracy. Processing monthly payments and assisting with the audit process and various other activities as required.

Qualifications:

- Minimum of Grade 12 graduation.
- A college certificate in finance, accounting or business administration is desired.
- Minimum of one years' experience in a financial or accounting position is required.
- Strong organizational skills and attention to detail.
- Strong computer skills and a desire to learn are required.
- Adaptable to changing priorities.
- Proven ability to work independently and without close supervision in a co-operative environment.

As a diverse and inclusive employer, we encourage candidates to self-identify as beneficiaries of the IFA. Preference will also be given to beneficiaries of the Inuvialuit Final Agreement.

Closing Date: OPEN UNTIL FILLED

This is a permanent position with benefits and allowances. They include Housing allowance and Settlement allowance, Vacation Travel allowance and many other benefits and allowances.

If this opportunity interests you, apply by sending your cover letter and resume to recruitment@jointsec.nt.ca.

More information can be found at: www.jointsecretariat.ca/jobs