

INTERNAL/EXTERNAL POSTING



Inuuqatigiit Centre for Inuit Children, Youth and Families is a multi service non-profit organization serving Inuit children, youth, and their families. We are dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

Position #	2022- 35
Position Title	Finance Clerk
Posting Date	September 28, 2022
Closing Date	October 7, 2022
Start Date	ASAP
Hours	25 hours/week – five hours per day, Monday-Friday, with occasional evening and weekend hours required
Position Status	Part-time, on-site position
Salary Range	Inuuqatigiit Centre offers a competitive wage and benefit

Key Duties/Responsibilities:

Under the direct supervision of the Controller, the Finance Clerk is responsible for ensuring the following tasks are completed:

- Credit card reconciliations
- Accounts payable duties
- Payroll journal entries
- Processing of accounts receivable
- Bank deposits
- Accurate filing system for finances
- Other ad-hoc duties as required

QUALIFICATIONS AND REQUIREMENTS

- Previous experience working with Inuit or Indigenous communities as asset
- Two years experience in a financial/bookkeeping position
- Excellent computer skills
- Experience on Sage 50 will be considered an asset
- Current Police Record Check-Vulnerable Sector required in keeping with Inuuqatigiit Centre Personnel Policies and Procedures
- Medical certification of good health
- Up-to-date immunization records and TB test, if applicable
- Proof of COVID-19 vaccine (dose 1 & 2) and booster

Please apply with a cover letter and up-to-date resume by October 7, 2022, to:

Human Resources Department, at jobs@inuugatigiit.ca

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the contact information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

We thank all who apply for this position. Only those applicants selected for an interview will be contacted.

This position is dependent upon funding approval.