

Manager of Finance & Corporate Services (NHC)



Location:

Nunatsiavut

Department:

Affairs

Term:

Permanent Full-Time

Closing Date:

August 29, 2022

Responsibilities:

- Establishment of accounting policies, internal financial controls, financial system and other matters related to the establishment of a new corporation (the Nunatsiavut Housing Commission);
- Responsible for all aspects of financial management and reporting, including maintaining general ledger, preparation of monthly financial statements, bank reporting, payroll, budgeting, and cash flow, which may include, but is not limited to: the preparation and oversight of an annual budget and cash flow for operations and capital projects; overseeing monthly reconciliations of cash, accounts receivable, accounts payable, and other applicable accounts; management and oversight of payroll activities; and preparation of monthly, quarterly and year end journal entries and supporting documentation, including analysis of final posted balances;
- Responsible for maintaining effective financial and administrative planning processes and functions and reviewing selected business operations to identify areas for process improvement;
- Assisting in the preparation of Business Plans and 5-year Financial Plans in relation to the activities and programs of the Nunatsiavut Housing Commission;
- Preparation of financial reports on a monthly basis for delivery to a Government body and a Board of Commissioners;
- Preparation of annual financial statements and liaise with external accountants and auditors as required;
- Be the primary banking contact;
- Other related duties as required.

Qualifications:

- Bachelor's degree in business, commerce, accounting, finance or a relevant field;
- Accounting designation (CPA, CA, CGA, CMA) required;
- Minimum 5+ years of related work experience in a senior accounting role.
- Strong knowledge of financial management and oversight, accounting principles, payroll software, budget oversight and financial reporting, preferably for a government or government agency;
- Excellent oral and written communication and interpersonal skills;
- Excellent leadership and management skills;
- Exceptional analytical skills;
- Excellent computer skills, specifically in accounting software and Microsoft Office;
- Ability to develop and maintain strong relationships with staff members;
- Competent in problem solving, team building, planning and decision making.

Assets:

- Bilingual in Inuktitut and English

Contact:

careersonline@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.



ulianiuninginni (NHC-kuni)

Nani:

Nunatsiavummi

suliaKapvik:

Nunatsiavut Aulatsivinga

Kanga:

SuliaKainnialluni Ilonnainik SitontiKalluni

killilipvinga:

Augus 29, 2022

kamagijatsat:

- ÂkKisuiKattaluni kenaujaliginnimi maligatsanik, suliaKapvimi kamagijaugialinnik, kenaujaliginnimi kamausiujuunik asinginnilu pitjutiKattunik âkKisuinnimi nutânik kuapaujuunik (sollu Nunatsiavummi Illuliginnimi katimajiujuut):
- kamagiaKaKattaluni ilonnainik kenaujaliginnimi kamausiujuunik sujuKalimmangâllu Kaujimatitsiutiujuunik, ilauKasiutillugu allaKutiujuunik piulimatsisongugiaKannik, atuinnauguttigiKattaluni takKi tamât kenaujaligijiujuunik pillugu Kaujimatitsiugutiujuunik, bankkiliaKattanik pillugu Kaujimatitsiutiujuunik, akiliusianguKattajuit pillugit, kenaujaliginnik pillugu Katsitut kenaujanik atummangâmmik, ilauKasiutillugu, tamannatolungikkaluattillugu, atuinnauguttiginnilu jârioniattumi kenaujatsaujuunik, Katsitommangâta kenaujatsait atuttaugialet suliangugialinnut, kamaKattaluni takKi tamât kenaujatsaujuunik, akilittugialinnilu, asinginnilu kenaujatigut akiligialinnik, asinginnilu kenaujatigut kamagigialinnik, kamaKattaluni kamagijaugialinnik akiliusiangugialinnik, atuinnauguttigiKattaluni takKi tamât, jârilu anigotilauttinagu, jârillu nâningani kenaujatigut kaujimatitsigutiujuunik asinginnilu allaKutiujuunik, ilauKasiutillugu kenaujait atuttausimanningita allasimanningit sulitsiagaluumangâta;
- kamaKattaluni piulimatsisiammimik atunniKattisialutik kenaujanik atusongunnimik ammalu Kanuk piunippâmik kenaujaliugutiKasongujuunik kenaujaliuninginni piusiummititsigiamik;
- IkajuKattaluni atuinnauguttijuKanningani kenaujaliugutitsasiunnumut atuinnauguttigialinnik, tallimanilu (5) jârini kenaujatsaugajattunik AtuinnauguttigijuKanningani, pillugit suliangugialet ikajositsaugajattuilu Nunatsiavut Illuliginnimi katimajinginnut;
- AtuinnauguttigiKattaluni kenaujallittânimi Kaujimatitsigutiujuunik takKi tamât âKattalugit kavamaligijiujuunut ammalu katimajiujuut AngajukKauKatigenginnut;
- AtuinnauguttigiKattaluni jârini tamât kenaujallittânik pillugu Kaujimatitsigutiujuunik ikajuttigeKatiKaKattaluni asinginnik kenaujaliugijiujuunik ammalu kenaujait sunatolimangâta kititsijunik pigiaKatuaguni;
- Bankkitigut kamagijaugiaKaKattajuit pillugit Kaujimatitsijiujuunni;
- Asinginnilu kamaKattaluni pigiaKatuaguni.

Ilisimausigigialingit:

- NalunaikkutaKalluni ilinniasimanimmut kenaujaliugutiKasongugiamut, kenaujaligisongugiamut, kenaujallittâjuunik kamasongugiamut ubvalu taimaittuit atjigalanginnik;
- Imaittuit pillugit kenaujaligisongulluni pigiaKatuaguni (CPA, CA, CGA, CMA)
- Mikinippâmik tallimani (5) jârini taimaittuit atjinginnik suliaKautiKasimalluni angajutliujuut suliasongunnik kenaujaliginnimi.
- Songujumik ilisimausigigialingit kamasongunnimik, kenaujaligijiusimannimik, Kagitaujatigut atuttausongunik kenaujaliginnimi, kenaujallittanik pillugu Kaujimatitsisongunnimik, piugijaulualluni kamasonguppat kavamaujuunik ubvalu kavamaujuni suliaKapviujuunik.
- Piujumik uKâlasonguniKalluni allasiasonguniKalluni, asimminillu suliaKaKatiKatsiasongulluni.
- Piujumik sivukkatattiusonguniKalluni kamatsiasonguniKallunilu.
- Piujummagimmik KaujisautiKasonguniKalluni.
- Piujumik ilisimausigigialingit kagitaujanik atusongunnimik, piluattumik atuttausongunik kenaujaliginnimi, taijanillu Microsoft Office.
- PisonguniKalluni âkKisitsiasongugiamik songujumik suliaKaKatiKatsiasongunnimik suliaKaKatimminik.
- PisonguniKatsialuni apomautaujuKalippat âkKisisongugiamik, suliaKaKatimminik suliaKaKatiKatsiasongulluni, sunatuinnanik pannaigutiKatsiasongulluni, sunatuinnait, Kanutuinnalu kajusiutjaugiaKalippata pitsiasonguniKalluni.

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.