Qikiqtani Inuit Association is a non-profit organization with the mandate to protect and promote Inuit rights and values, with specific obligations under the Nunavut Agreement.

**QIA BUDGET ANALYST**

Iqaluit, Nunavut

The Budget Analyst plays a broad role within the QIA Finance Department. Overseeing accounts receivable, invoicing and providing backup information and material to all QIA departments. Additional responsibilities involve administering third party contribution agreements, conducting budget analysis and providing reports to the Director of Finance.

The ideal candidate will have a post-secondary certificate, diploma or degree in a relevant field (for example: Nunavut Sivuniksavut, accounting or business administration diploma). A combination of relevant experience and/or education may be deemed acceptable.

One (1) year of directly related experience is mandatory. Knowledge of Accpac Sage 300 accounting software system, general ledger, accounts payable, accounts receivable and administration services is an asset.

Strong capacity to take initiative is essential. The ability to work well under stress/pressure while meeting critical deadlines, ability to deal simultaneously with multiple projects, and the ability to work independently are also required. Strong proficiency in Microsoft Office suite, including Word, Excel and PowerPoint is needed.

Excellent interpersonal and communication skills (written and verbal), and excellent organizational skills are needed. Demonstrated ability to write clearly and concisely are crucial. The ability to read, write and speak Inuktitut is a valuable asset.

Applications can be delivered in person or by mail to:

David McAdam
Qikiqtani Inuit Association
Igluvut building, 2nd floor
P.O. Box 1340
Iqaluit, NU X0A 0H0

Tel: (867) 975-8400
Fax: (867) 975-3238
Email: Resumes@qia.ca

CLOSING DATE: Open until filled