Finance Officer
Nunavut Inuit Wildlife Secretariat (NIWS) Office
Located in Rankin Inlet, NU

Under the direction of the NIWS Director of Finance, the successful candidate will be responsible for providing financial and administrative support to both Kivalliq Wildlife Board (KWB) and the Kitikmeot Hunters’ and Trappers’ Association (KHTA).

Responsibilities include:
• Data entry into Sage 50 (Simply Accounting) program
• Reconciliation of accounts payable and issuing payments
• Assist in preparing monthly reports
• Financial Management including ensuring that Regional Wildlife Organizations (RWOs) and Hunters and Trappers Organizations/Associations (HTO/As) located in the Kitikmeot and Kivalliq Regions financial records are accurate and up-to-date.

To be considered for this position, you should have the following education and experience:
• 3 to 5 years Bookkeeping/Accounting experience
• 3 to 5 years knowledge and experience working with accounting software preferably Sage 50 (Simply Accounting)
• Good knowledge of the Microsoft Office suite of programs
• 3 to 5 years of experience in the area of Office Administration
• You must have proven ability to work in a cross-cultural setting and
• The ability to communicate in both English and Inuktitut or/Inuinnaqtun would be a definite asset.

Salary will commensurate with education and experience. Only those who meet the criteria will be contacted for an interview.

To be considered for this position, please submit your application for employment and/or resume to: Annie Tatianne
Executive Director
Nunavut Wildlife Secretariat
P.O. Box 219
Rankin Inlet, NU X0C 0G0
Tel. (867) 645-4860 ext. 28 | Email: exdir@niws.ca

Closing date: April 21, 2017