

Director of Finance

The Hamlet of Kugluktuk has an immediate opening for a **Director of Finance**.

The Director of Finance reports directly to the Senior Administrative Officer (SAO) and is a member of the Management Team, responsible for directing the financial affairs of the Hamlet.

Duties and responsibilities include:

- Supervising and training Administration staff in all areas of finance including, bookkeeping, accounting, sub-ledger reconciliations, bank reconciliations, payroll and source deduction remittances.
- Contributing to the preparation of O&M and Capital Budgets.
- Providing reconciled monthly statements to the SAO and Council.
- Assigning and checking detailed work of Administration staff.
- Accounts Receivable and Accounts Payable.
- Adhering to public sector accounting principles and practices.
- Computer operations with specific accounting program (ACCPAC) and spreadsheet program applications.
- Oral and written communications.

Qualifications:

- Grade 12 or Adult Education Upgrading.
- Relevant course work in bookkeeping and financial accounting.
- Demonstrated successful relevant work experience.

Salary and Benefits: Starting Salary is \$40.50/hour (under review) plus a Settlement Allowance of \$5,235/year. Housing may be available plus other benefits pursuant to the Collective Agreement.

Interviews include a detailed skills assessment. Criminal record and other background checks are pre-requisites.

Please submit your application and resumé by March 19, 2010 to:



Hamlet of Kugluktuk

Box 271

Kugluktuk, NU X0B 0E0

Attn: Senior Administrative Officer

Phone: (867) 982-6505

Fax: (867) 982-3060

saokug@qiniq.com

We thank all applicants in advance, however, only those selected for an interview will be contacted.