



Finance Officer

Under the direction of the Director of Finance, you will be responsible for the management of accounts receivable including invoice generation to collection, verifying and posting cash receipts, monitoring aged receivables balances, preparing collection notices on a monthly basis, preparing legal documents for collections when required, and working with customers to set up payment plans. You will also provide assistance for reconciliation of Hamlet Financial Accounts, Control Accounts and Accounts Payable.

We are looking for a candidate with a Degree or Diploma in Accounting or Business and 2 years of directly related experience, preferably in a municipal environment. You should have experience with ACCPAC/Sage300 or similar accounting system; Experience with Microsoft Excel; and, the following:

Knowledge of:

- The concept of a revenue recognition and reconciliations
- Control accounts relating to the general ledger
- Familiarity with GAAP
- Municipal Land leasing

Skills:

- Good communication in English. Inuinnaqtun would be an asset.
- Good problem solving

Ability to:

- Perform tasks according to established policies and procedures with minimal supervision
- Work with staff and the general public with tact, diplomacy, fairness, and without prejudice
- Take on heavy workloads in a professional manner
- Prioritize work and information with minimal supervision
- Work in a cross-cultural environment

Equivalencies will be considered.

The starting salary for this position is \$28.27 per hour plus a Northern Allowance of \$16,516.08 and a generous benefits package that include Vacation Travel Assistance of \$7,954.55.

This position requires the successful candidate to go through a Criminal Records Check.

Staff housing for this position is not available.

Please submit your resume and cover on or before Monday August 21st, 2017 by 5:00 PM MST to:

Alice Lafrance
Manager, Human Resources/Benefits
Municipality of Cambridge Bay
PO Box 16
Cambridge Bay, NU
X0B 0C0
Phone: 867-983-4657
Fax: 867-983-2193
Email: alafrance@cambridgebay.ca

- Priority will be given to current Municipality of Cambridge Bay employees and Nunavut Land Claims Beneficiaries
- Only candidates selected for an interview will be contacted
- Job descriptions may be obtained by email, fax or in person
- Employment requires an acceptable criminal records check. Possession of a criminal record will not disqualify candidates from consideration.