



**Senior Program Officer (Finance)-Healthy Living  
Full Time Term to March 31, 2020**

Under the direction of the Director of Finance, you will be responsible for the smooth processing of accounts payables, coordination of service delivery for programs and supporting financial accountability within assigned programs. You will also provide assistance for reconciliation of general ledger and preparing payroll analysis report for the program staff.

We are looking for a candidate with a Diploma or Degree in Accounting or Business Administration and 2 years of related experience with ACCPAC/Sage 300 or a similar accounting system and with Microsoft Excel. You should also have the following:

**Knowledge of:**

- Generally Accepted Accounting Principles (GAAP)
- Control accounts relating to the general ledger
- Budget and budgetary control
- Contract/Agreement

**Skills:**

- Communication skills in English is required, Inuinnaqtun would be an asset

**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
- Work in a cross-cultural environment

Equivalencies will be considered.

The starting salary for this position is \$38.79 per hour plus 4\$ vacation pay. The Northern Allowance is \$8.99 per hour. Other benefits are as per collective agreement.

This position requires the successful candidate to go through a Criminal Record and Vulnerable Sector Check.

Please submit your resume and cover on or before Tuesday, October 15, 2019 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](mailto: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.*