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Employment Opportunity
Finance Clerk

Reporting to the Controller the Finance Clerk is the frontline Public Service Contact for the Finance Department. This position is responsible for receiving and processing all payments made to the City. Daily deposit and monthly reconciliations are also requirements of this position. The Finance clerk also assists the other department personnel as required.

The knowledge, skills, and abilities required of this position would require a High School diploma and 2 to 3 years in a Finance related environment. Assets include college/university programs in business administration, and the ability to speak Inuktitut.

Minimum Qualifications

- High School diploma

Specific Skill or Knowledge Required

- Experience as a cashier
- Ability to work well independently and in team environment
- Good problem solving, analytical and organizational skills
- Strong communication skills

Equivalencies that include a combination of education, skills and abilities to formal education may be considered.

The annual salary range for this position starts at $47,751.36. The City of Iqaluit also provides an excellent benefit package and an annual Settlement Allowance of $20,907.43.

Due to the nature of the position, the successful candidate must provide a clear criminal record check.

CLOSING DATE: January 19, 2018

Please send application package quoting Reference # to:

Reference # 03-100004
Human Resources
P.O. Box 460
Iqaluit, NU X0A 0H0
hr@city.iqaluit.nu.ca
Fax: (867) 979-5210