



Employment Opportunity

Finance Officer/Accounts Receivable-Lands & Property Tax

Under the direction of the Director of Corporate Services, you will be responsible for the invoicing and collections of all City land leases, administer and maintain all aspects of tax billing and collections, which includes producing property taxes and notices, balancing journals, preparation of aged Trial balance for property taxes on a monthly basis. This position is also responsible for all other miscellaneous billings (such as Ambulance, Alarms, Tipping Fees, and etc.) This position is responsible for maintaining the computerized database and receivables sub ledgers and responding to customer inquiries and complaints as required.

The successful candidate must have grade 12 with post-secondary courses in accounting. Enrolment in CGA or CMA would be an asset. 2 years experience working with spreadsheets. You must have the ability to understand and apply any Government or City legislation or Act that govern lands administration. You must also have good interpersonal skills and ability to work in a fast past work environment. Previous collection experience is an asset. Additional training in accounting is also an asset for this position. The ability to communicate in English and Inuktitut is a definite asset.

SPECIFIC SKILL OR KNOWLEDGE REQUIRED

- Computerized accounting
- Computer literacy in spreadsheets and word processing (2 years experience working with spreadsheets.)
- Enrolment in a recognized accounting association will be a definite asset.
- Good interpersonal skills
- Bilingual in English and Inuktitut would be an asset
- 3 years of experience within the related field

Compensation for this position will be dependent on qualifications and experience. We also have an excellent benefits package.

Please provide copies of certifications you posses with your application.

Closing Date: October 18, 2017

Please send your interest and resume to:

Reference # 2017-FIN-FO-LPT-1017
Human Resources
P.O. Box 460
Iqaluit, NU X0A 0H0
hr@city.iqaluit.nu.ca
Fax: (867) 979-5210

We will only contact those invited for an interview.

As per Article 23 of the Nunavut Land Claims Agreement, priority will be given to Nunavut Land Claim Beneficiaries who meet the criteria.

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Posted: October 4, 2017