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QIKIQTAAALUK CORPORATION

## Finance Officer

Location: Iqaluit, Nunavut Status: Full-time, Employee  
Compensation: Competitive salary, to be determined by experience and qualifications, excellent company benefits

The Finance Officer works with the Controller, the incumbent records, processes and maintains financial records and documentation for Qikiqtaaluk Corporation and/or other QC subsidiaries so that accurate, dependable reports can be produced for use for internal and external requirements; for management, employees, governments.

### Key Responsibilities include:

- Maintains accurate vendor information in Simply Accounting
- Adds new vendors' information as required
- Check invoice coding and accuracy of GST/HST, etc.
- Post invoices and prepare cheques for mailing or distribution
- Corresponds with vendors via phone, email, fax or otherwise
- Prepares regular accounts payable statements for the appropriate Managers
- Prepares customer invoices from information supplied
- Receives and acknowledges customer payments by posting to general ledger and sub-ledgers
- Maintains accounts receivable sub-ledgers and reconciles to the general ledger
- Reconciles daily payments received and prepares bank deposits
- Assists other Finance Officers when requested or as required
- Maintains a record of asset additions or disposals and a current list of capital assets
- Assists with preparing year-end working papers related to the general ledger
- Other duties as assigned by the Director of Finance or Controller.

### Qualifications and Skills required:

- Completion of post-secondary education courses in bookkeeping or financial accounting
- Enrollment in a professional accounting designation program of studies is an asset
- At least three years of accounts payable, accounts receivable and payroll experience in a computerized environment (Simply Accounting preferred)
- Knowledge and/or experience with Nunavut and Northern Canada is an asset.
- Ability to work effectively in a cross-cultural environment
- Fluency in Inuktitut is a desirable asset

### Application Procedure

Please forward your resume accompanied by a covering letter to:

Qikiqtaaluk Corporation  
P.O. Box 1228  
Iqaluit, NU XOA OH0

Fax: (867) 979-8433  
Attn: Human.Resources@qcorp.ca

**Competition Closing Date:** Open until suitable candidate found.