



**Joint Secretariat
Inuvialuit Settlement Region**

**SENIOR
FINANCE OFFICER**

The Joint Secretariat seeks a highly motivated individual with training or experience in financial management, especially in financial analysis and budgeting, account payables and receivables.

Reporting to the Office Manager of the Joint Secretariat, the senior finance officer will lead a team of three staff, plan and manage the operational delivery of accounting section of the Joint Secretariat.

Typically, the above qualifications would be obtained through a diploma/ bachelor degree in accounting and five (5) years of progressive accounting experience, including complete budget preparation, financial analysis, and reconciliation and reporting.

The individual should be well-organized, experienced in financial management, exhibit tact and good judgement, and be capable of leading a successful financial team. Familiarity with the structure and functions of the Inuvialuit Final Agreement, its various organizations and resulting responsibilities is an asset.

Candidates should have a thorough knowledge of accounting theory; Generally Accepted Accounting Principles (financial reporting standard for non governmental sector); experience with Accpac accounting systems is essential for this position. Excellent time management and problem solving skills are requirements to effectively function in the Joint Secretariat while working alongside a variety of government and non-government organizations.

Salary scale will be commensurate with the qualifications and experience of the successful candidate. The benefits package includes a settlement allowance of \$5,425, housing allowance of \$6,500, and a pension benefit of 6% of base salary (all benefits are per annum). There is also a vacation travel benefit of \$4,000 after one year on the job.

A detailed job description is available upon request.

Closing Date: May 19, 2017

Applications should be sent to:

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