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Kivalliq Inuit Association

ACCOUNTANT

Major duties and responsibilities include:

- process payroll and issue remittances
- maintain payroll records and prepare annual reports
- compile, maintain and record credit card expense information
- prepare monthly financial statements and reports
- collect and compile annual budget information
- prepare accounts for year-end audit
- extensive monthly account reconciliation
- update and maintain accounting procedure and desk manuals

Qualifications, Skills and Experience:

- an accounting education (post-secondary)
- a minimum of five years work experience in an accounting environment
- knowledge and experience in advanced book-keeping
- detail-oriented - self-starter - highly motivated
- strong computer skills (spreadsheets/ACCPAC/ Microsoft Office)
- ability to speak and write Inuktitut is a definite asset.

Job description detailing duties and qualifications is available upon request. Beneficiaries of the NLCA will receive full consideration and priority. KIA offers a competitive salary and benefits package. Housing is not provided.

Please submit your resume to:

Darrell Lister, Finance Director
Kivalliq Inuit Association
PO Box 340
Rankin Inlet, Nunavut X0C 0G0
Tel: (867) 645-2800
Fax: (867) 645-2348
Email: dirfinance@kivalliqinuit.ca

Closing Date: March 19, 2010 at 5:00 p.m.

Only applicants selected for an interview will be contacted.