



**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, accounts 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 the accounting section of the Joint Secretariat.

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

The individual should be well-organized, experienced in financial management, exhibit tact and good judgment 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 also have thorough knowledge of accounting theory; Generally Accepted Accounting Principles (financial reporting standard for non governmental sector); experienced 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 when 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 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: July 15, 2017

Applications should be sent to:

Peter Enitilo

Joint Secretariat

Box 2120

Inuvik, NT X0E 0T0

Tel: (867) 777-2828

Fax: (867) 777-2610

Email: officemgr@jointsec.nt.ca