



## Hamlet of Coral Harbour

# DIRECTOR OF FINANCE

The Hamlet Council of Coral Harbour has a full-time employment opportunity for a Finance Officer to supervise and maintain the financial affairs of the Hamlet of Coral Harbour.

Under the direction of the Senior Administrative Officer, the Finance Officer will be responsible for the following;

- maintaining books of original entry
- financial statements generation
- accounts payable and receivable maintenance and management
- bank reconciliation
- contract management
- assist in developing operational and cash-flow budget
- staff training and development
- assess existing ACC-PAC System; recommend on upgrades and modifications as required

Prerequisites for the Finance Officer position include a recognized accounting designation, expert skills and abilities with ACC-PAC Plus accounting Software, several years' municipal accounting experience, and well developed interpersonal skills. The ability to train adults would be an asset.

The Hamlet provides a subsidized staff housing.

Open until filled.

**Please send by email or fax your resume to the attention of:**

Labour Committee

Hamlet of Coral Harbour

Box 30, Coral Harbour, Nunavut X0C 0C0

Phone: 867-925-8867

Fax: 867-925-8233

Email: [munch@qiniq.com](mailto:munch@qiniq.com)