



Ilisaqsivik is an Inuit organization with the goal to strengthen and rebuild our communities and our futures. We run an unprecedented number and range of programs with a common thread—increasing wellbeing and personal potential for Inuit across Nunavut. We strive to be one of the best employers in the circumpolar region. We offer our employees opportunities to grow and create a positive and safe workspace along with great benefits, a Group Retirement Savings Plan and flexibility with vacation, plus additional paid time off. We are expanding and looking for individuals that interested in becoming part of a team that cares for our community.

## Job Opportunity Finance Clerk/Reception

### Job Responsibilities:

- Work closely with and under the direction of the finance team located in Ottawa – Finance Director
- Support vendors, prepare invoices, ensure proper coding is on the invoices, and submit to the Bookkeeper;
- When necessary, call Vendors to obtain copies of invoices, ensure they are properly coded (e.g. hotel invoices) and forward to Bookkeeper for data entry
- Responsible to maintain PO book database and ordering POs and cheques
- Keep Vendor files current
- Scan or email all financial documents to the Bookkeeper
- Taking Minutes during Board Meetings
- More information on the Job Description

### Job Requirements:

- Complete the Confidentiality Form, and maintain strict confidentiality in performing the duties of this job
- Grade 12 with related office experience or related work experience
- Budgeting, basic bookkeeping, computer, keyboard and office software (email, spreadsheets-Excel, Word), office equipment (photocopier, scanner, fax, phone systems) and file management
- in the areas of multi-tasking, organizing and planning, communicating, informing others, managing office processes, maintaining file systems, attention to detail; problem solving; interpersonal and assertiveness skills
- Speaks both English and Inuktitut

### Salary and Benefits:

- Permanent Position, Salary commensurate with experience
- Eligible for benefits and Group Retirement Savings Plan with 5% matching from Ilisaqsivik
- 2 weeks vacation and 3 weeks Paid Time Off (PTO); paid days for sick and personal days

Normal office hours, Monday – Friday 8:30 – 5:00 however may be required to work extra time on occasion. Successful candidate will be required to live and work in Clyde River. Housing is NOT provided.

Please submit your resume and cover letter in either Inuktitut or English by sending to [stephanie.tigullaraq@ilisaqsivik.ca](mailto:stephanie.tigullaraq@ilisaqsivik.ca). Your cover letter should explain the reasons why you feel that you are qualified for this position.

**Closing Date: January 14, 2022 or until filled.**

