



FINANCE COMPTROLLER

Naujaat, NU

PURPOSE OF THE POSITION

The Finance Comptroller is responsible for maintaining financial, accounting, administrative and personnel services in accordance with Federal and Territorial legislation. The Finance Comptroller reports directly to the Senior Administrative Officer and is responsible for managing financial statements, maintaining cash controls, managing the payroll and personnel administration, purchasing, maintaining accounts payable and managing office operations. The Finance Comptroller must work within the Financial Management Act, Hamlet policies and procedures and in compliance with all Territorial Acts and Legislation.

MAIN ACTIVITIES

- Preparation of the budget
- Implement financial policies and procedures
- Establish and maintain cash controls
- Establish, maintain and reconcile the general ledger
- Monitor cash reserves and investments
- Prepare and reconcile bank statements
- Establish and maintain supplier accounts
- Process supplier invoices
- Maintain the purchase order system
- Ensure data is entered into the system
- Issue cheques for all accounts due
- Ensure security for all credit cards and verify charges
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Prepare income statements
- Prepare balance sheets and monthly financial statements
- Prepare quarterly reports and report on variances
- Assist with the annual audit
- Maintain the computerized accounting system
- Maintain financial files and records

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and metal demands.)

PHYSICAL DEMANDS

The Finance Comptroller will spend long hours sitting and using office equipment and computers, which can cause muscle strain.

EDUCATION AND TRAINING

The Finance Comptroller would normally have attained a professional accounting designation (CA, CGA, CMA) from a recognized accounting program and have several years of related senior financial and administrative experience.

The Hamlet of Naujaat will provide a competitive salary based on qualifications, as well as a benefits package which includes a Northern Allowance and Annual Vacation Travel Assistance.

For more details, please contact our Hamlet at (867) 462-9952 or email saonaujaat@qiniq.com

Position is open until filled.