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QIKIQTAALUK CORPORATION

Senior Finance Officer

Location: Iqaluit, Nunavut
Status: Full-time
Compensation: Competitive salary, to be determined by experience and qualifications; excellent company benefits
Start Date: April 1, 2017

Reporting to the Controller, the incumbent records, processes and maintains financial records and documentation for Qikiqtaaluk Corporation and/or other QC subsidiaries so that accurate, dependable reports can be produced for use for internal and external requirements; for management, employees, governments.

Key Responsibilities:

- **General & full cycle accounting for intricate intercompany corporate structure**
- **Working with Canada Revenue Agency and other government agencies when required**
- **Bank reconciliations**
- **Corporate credit card reconciliations**
- **Monthly GST returns for multiple companies**
- **Bi-weekly payroll source deductions remittances**
- **Monthly reconciliations of intercompany and various balance sheet and sub ledger accounts**
- **Prepare complex journal entries and adjusting entries for review by Controller**
- **Assist with preparation of annual audit information and supporting documents**
- **Process In-House bi weekly payroll as required**
- **Handle special projects, responsibilities and other duties as assigned by Director of Finance and Controller**
- **Assisting other Finance Officers when requested or as required**

Qualifications and Skills required:

- Completion of post-secondary education courses in bookkeeping or financial accounting;
- Combination of education and experience will be considered;
- Hands on Experience: Sage 50, Microsoft Excel, Word and Outlook;
- At least three years of relevant accounting experience in a computerized environment;
- Enrollment in a professional accounting designation program of studies is an asset;
- Knowledge and/or experience with Nunavut and Northern Canada is an asset;
- Proven ability to work with demanding deadlines, independently and with a team;



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- Excellent organization skills and strong attention to details;
- Strong verbal and written communication skills;
- Ability to work effectively in a cross-cultural environment;
- Strong work ethic, sense of responsibility and confidentiality;
- Ability to prioritize work and manage multiple tasks, likely with competing priorities;
- Comfortable and confident in asking questions;
- Fluency in Inuktitut is a desirable asset.

Application Procedure

Please forward your resume accompanied by a cover letter to:

Qikiqtaaluk Corporation
P.O. Box 1228
Iqaluit, NU X0A 0H0

Fax: (867) 979-8433
Attn: Human.Resources@qcorp.ca

Competition Closing Date: Open until suitable candidate found.