
Career Opportunity

Internal/External

Open to Inuit Candidates Only



Tungasuvvingat Inuit

Finance Clerk

Full-time, Indeterminate

It is the mission of Tungasuvvingat Inuit (TI) to broadly provide Inuit-specific programs that contribute to the health and wellbeing of Inuit and to encourage and support similar programs for Inuit across the country. With over 30 years of highly successful experience in crafting the design, development, and delivery of a wide range of effective, client-centered services, TI continues to deliver quality programs and services that directly benefit our growing urban Inuit population.

The Finance Clerk supports the administration of the Child First Initiative (CFI) Program and reports to the Director, Finance. The incumbent will work collaboratively with the Senior Accounting Officer and the Payroll Officer, assist with the accounts payable and receivable functions, and provide general finance support and administrative assistance to the Director, Finance.

Other key responsibilities of the position include:

- Accounts Payable
 - Data Entry of vendor and supplier invoices for payment.
 - Maintaining the accounts payable records.
 - Bi-weekly cheque/payments for approval and distribution.
- Accounts Receivable
 - Invoice data entry for funder contributions, expense reimbursements, donations, and service agreements, matching corresponding payments and advising on outstanding accounts receivable.
 - Accounts receivable analysis and reconciliations.
 - Follow up with outstanding accounts receivable.
- Bank deposits
 - Bank deposit preparation and deposit at the bank.
 - Reviewing and entering direct deposits from funders.
- Month end reconciliations, schedules, and journals.
- Reconcile balance sheet accounts (monthly bank, credit card, and vendor reconciliations).
- Assist the Director, Finance with the quarterly and annual analysis.

Qualifications

The ideal candidate will have knowledge of financial and administrative practices and principles, MS Office Suite including Word, Excel, Outlook and PowerPoint, and knowledge of Inuit culture, values, Inuit Qaujimagatuqangit (IQ) and traditional practices

Strong written and verbal communication skills, time management skills, and problem-solving and organizational skills are necessary.

The ability to interact and present financial information to program managers, work independently, be resourceful and flexible, meet deadlines, multitask, and deal with changing priorities are required.

A diploma in business administration, accounting or finance is preferred. A minimum of three (3) years' experience in a similar role is required and previous experience working in the non-profit industry is considered an asset. Fluency in English is required and the ability to communicate in Inuktitut is an asset. Experience using simply accounting is also an asset.

An acceptable combination of education and experience may be considered.

Salary and Benefits

- TI offers a competitive total compensation package. Employees are provided an exceptional benefits plan which includes major medical and dental coverage for the employee and their dependents, and employee life insurance. TI also offers a Group RRSP benefit plan for eligible staff.
- TI provides paid sick, personal and family sickness leave days, and a 24/7 confidential Employee and Family Assistance Plan.
- Vacation (earn 3 weeks/year).

Deadline for applications is January 13th, 2022.

To apply, please submit your resume and cover letter to careers@tontario.ca.

Preference in hiring will be given to qualified Inuit candidates, applicants are encouraged to self-identify. The successful candidate for this position will be required to obtain a criminal record check with results that are acceptable to TI. Interested candidates are encouraged to visit our website at www.tontario.ca to learn more about our programs and services.

Accommodations for applicants with disabilities is available upon request.

TI's Finance department is located at 1071 Richmond Road, Ottawa ON which is conveniently located close to walking and biking trails, and all major transportation access points. It is close to major amenities including gyms, malls, and restaurants. Parking is free on the premise.

We thank all interested candidates in advance, but unfortunately, we are only able to respond to those selected for an interview.