



## Finance Officer

Job No: 88949

Location: Hamlet of Arctic Bay, Nunavut

- **Gain valuable experience as Finance Officer for the Hamlet of Arctic Bay in Nunavut**
- **Competitive annual salary, subsidized housing and Northern Living Allowance of \$16,500**
- **Enjoy comprehensive benefits, including 3 weeks' paid vacation**

### About the Hamlet of Arctic Bay

The Arctic Bay area has been occupied for nearly 5000 years by Inuit nomads migrating from the west. Today, Arctic Bay is a lively community with a population of over 823 located in the northern part of the Borden Peninsula on Baffin Island, in the Qikiqtaaluk Region of Nunavut.

The Inuktitut name for Arctic Bay is Ikpiarjuk which means "the pocket". This name describes the high hills that surround the almost landlocked bay. To the southeast, the flat-topped King George V Mountain dominates the landscape. The community is served by annual supply sealift, and by The Arctic Bay Airport.

Arctic Bay is host to multiple recreational events and institutions. A hockey rink is open to the public during the winter months and there are several sports teams that meet regularly at the gym, including basketball, soccer, volleyball. With weekly art classes and a community dance, the local Community Hall also offers gym equipment, ping pong, and pool. Of course, many outdoor pursuits remain quite popular, including ice fishing and hunting to supplement food and clothing needs.

### About the Opportunity

The Hamlet of Arctic Bay is currently seeking a motivated **Finance Officer** to join their team on a full-time, two-year term. If you have an adventurous spirit and are looking to advance your finance career, this is a truly unique opportunity.

Reporting to the Senior Administration Officer, the Finance Officer is responsible for maintaining the finances for the Hamlet.

Key duties and responsibilities include:

- Overseeing the finance department and monitoring all departmental activities
- Preparing annual budgets with the Senior Administration Officer
- Preparing financial statements with attendant reconciliations and analysis
- Developing financial policies, as required

For this role, we are seeking someone with a **relevant post-secondary education** and demonstrated experience with full cycle Financial Accounting. You will also have experience with Sage 300c (formerly Accpac).



The successful candidate will have strong communication, presentation, and interpersonal skills. Proven ability to work effectively in a cross-cultural setting is essential, and the ability to speak Inuktitut is considered an asset.

### **About the Benefits**

Upon joining the Hamlet of Arctic Bay, you will be welcomed into a culture that is supportive and inclusive. You will also enjoy being part of a committed team of industry experts who genuinely want to see you succeed.

For your hard work and dedication, you will receive a **competitive annual salary** and benefits package, including:

- Comprehensive medical and dental benefits
- Subsidized housing
- Annual Northern Living Allowance of \$16,500

**If you are looking for an exciting new challenge with and the opportunity to grow your skills and experience, apply online to join the Hamlet of Arctic Bay today! Please submit your application ONLINE at**

**[www.applyfirst.ca/job88949](http://www.applyfirst.ca/job88949)**