



EMPLOYMENT OPPORTUNITY

Position – Finance Officer

Department: Finance/Administration

Posting Date: **March 19, 2020**

Standard Hours Bi-weekly: 75 hours

Start Date:

Salary: Level 6, (\$29.60), based on experience

Closing Date: March 31, 2020

SUMMARY:

Reporting to the Finance Manager, this position is responsible for assisting in a range of financial services for the Finance Department. The Finance Department provides services to First Nation of Na-Cho Nyak Dun Staff, Council, Committee members and Citizens requiring information exchange and general courtesy. The incumbent must have good working knowledge of general bookkeeping or accounting knowledge and office procedures, filing, and word processing. Good organizational skills are essential as well as ability to use a variety of office equipment and financial computer software applications.

QUALIFICATIONS:

- Grade 12 Diploma (and/ or willing to obtain); and/ or
- Certification in accounting or bookkeeping.
- Maintain strict confidentiality;
- Excellent oral and written skills.
- Excellent time management and organizational skills; and
- Tact and diplomacy will be required in making referrals of complaints or requests for technical information.

CONDITION OF EMPLOYMENT:

- Oath of Confidentiality and Code of Conduct and other NND Policies as required;
- Valid Class 5 Driver's License and Abstract;
- Criminal Record Check – Vulnerable sector

A detailed job description is available upon request

For more information, contact Millie Olsen, Human Resources

Phone: (867) 996-2267, Ext 125 Email: millie.olsen@nndfn.com

Mail: First Nation of Nacho Nyak Dun, PO Box 120, Mayo Yukon Y0B 1M0

Location: 101 Future Rd, C-6 Subdivision

We thank all applicants, but only those selected for further consideration will be contacted.