

**\*\*\*\* EMPLOYMENT OPPORTUNITY\*\*\*\***  
**Internal/External**

**POSITION:** FINANCE CLERK  
**CLASSIFICATION:** Permanent, Full Time  
**LOCATION:** Moose Factory, ON

**POSITION RESPONSIBILITIES:**

The successful candidate will be responsible for the maintenance of financial systems. He/She will perform other duties as may be related to finance and/or general office administration which includes but not limited to travel coordination for agency staff and clients.

**QUALIFICATIONS:** Relevant work experience in the field  
Ontario Secondary School Diploma  
Excellent Computer and Keyboarding Skills  
Ability to speak Cree an asset  
**Valid Class G Driver's License is mandatory**

**SALARY:** **\$47,341-53,629** plus an excellent benefits package which includes a Northern Travel Allowance.

**CLOSING DATE:** **Tuesday, May 3, 2016 at 4:30 p.m.**

**SUBMIT RESUME AND THREE (3) WORK REFERENCES WITH PERMISSION TO CONTACT, QUOTING COMPETITION NUMBER: 11-16, TO:**

Director of Human Resources  
Payukotayno: James & Hudson Bay Family Services  
P.O. Box 189 Moosonee, ON P0L 1Y0 Fax: 705-336-3063  
E-mail: [hr@Payukotayno.ca](mailto:hr@Payukotayno.ca)

**ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED**

We are an equal opportunity employer. If you require a disability related accommodation in order to participate in the recruitment process, please contact the Human Resources Department