



PAYUKOTAYNO

James and Hudson Bay Family Services

HEAD OFFICE:
FINANCE
48 Jaban Street, P.O Box 209
MOOSE FACTORY, Ontario P0L 1W0
1(705)658-4471 Fax # 1(705)658-4491

ADMINISTRATION:
50 Bay Road, P.O Box 189
MOOSONEE, Ontario P0L 1Y0
1(705)336-2229 Fax # 1(705)336-2492
1-866-615-1681

****** EMPLOYMENT OPPORTUNITY******
INTERNAL/EXTERNAL

POSITION: SENIOR ACCOUNTS CLERK (Non-Bargaining Unit Position)

CLASSIFICATION: Permanent, Full Time

LOCATION: Moose Factory, ON

POSITION RESPONSIBILITIES:

This is an administrative/finance position with responsibility for accounting and clerical services. The incumbent will maintain the General Ledger through the operation of the Frontline software, produce financial reports, reconcile bank statements on a monthly basis, maintain accounts receivable system through Frontline, assist with auditors on an annual basis and assists the Director of Finance with preparation of budget for negotiations.

QUALIFICATIONS:

- College level course work in accounting, finance, or related field is preferred
- Relevant work experience in financial/office setting
- Excellent computer skills with direct experience on Microsoft Word & Excel Programs
- Excellent organizational skills and demonstrated ability to set priorities and work effectively under pressure
- Must have knowledge of payroll procedures

SALARY: \$53,450-\$60,057 plus an excellent benefits package which includes a Northern Travel Allowance.

CLOSING DATE: Friday, May 17, 2019 at 4:30 p.m.

SUBMIT RESUME & CURRENT CPIC, QUOTING COMPETITION #47-19 :
TO:

Director of Human Resources
Payukotayno: James & Hudson Bay Family Services
P.O. Box 189 Moosonee, ON P0L 1Y0
Fax: (705) 999-4940 E-Mail 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. Please note that preference may be given to qualified Cree speaking applicants in our hiring process.

Clinical Unit
P.O Box 189
Moosonee, ON.

Niska Way Office
P.O Box 209
Moose Factory,
ON.

Fort Albany Office
P.O Box 123
Fort Albany, ON.

Kashechewan Office
P.O Box 241
Kashechewan, ON.

Attawapiskat Office
Gen. Del.
Attawapiskat, ON.

Peawanuck Office
P.O Box 64
Peawanuck, ON.

P0L 1Y0
Ph: #705-336-0058
Fx: #705-336-0062

P0L 1W0
Ph: #705-658-2701
Fx: #705-658-2702

P0L 1H0
Ph: #705-278-4856
Fx: #705-278-4854

P0L 1S0
Ph: #705-275-4535
Fx: #705-275-1155

P0L 1A0
Ph: #705-997-2271
Fx: #705-997-2299

P0L 2H0
Ph: #705-473-2663
Fx: #705-473-2664