



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 Posting

POSITION: FINANCE CLERK

CLASSIFICATION: Full Time

LOCATION: Moose Factory, ON

POSITION RESPONSIBILITIES:

The successful candidate's primary responsibility will be travel coordination for all agency staff and clients. Other responsibilities will include maintenance of financial systems. He/She will perform other duties as may be related to finance and/or general office administration.

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

SALARY: \$49,748-56,355 plus an excellent benefits package which includes a Northern Travel Allowance.

CLOSING DATE: Thursday, August 29, 2019 at 4:30 p.m.

SUBMIT RESUME AND THREE (3) WORK REFERENCES WITH PERMISSION TO CONTACT, QUOTING COMPETITION NUMBER: 73-19, 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