



# 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:** 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, travel and/or general office administration.

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

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

**CLOSING DATE:** Friday, November 22, 2019 at 4:30 p.m.

**SUBMIT RESUME AND THREE (3) WORK REFERENCES, WITH PERMISSION TO CONTACT, QUOTING COMPETITION NUMBER: 107-19, 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.

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

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

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

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

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

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