



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*****

POSITION: Finance Clerk (2 positions)

CLASSIFICATION: Full-time

LOCATION: Moose Factory, ON

POSITION RESPONSIBILITIES:

The successful applicant 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 Graduation Diploma
Excellent computer and keyboard skills
Ability to speak Cree is an asset
Valid Class G Driver's License (preferred)
COVID-19 Proof of Vaccination is mandatory

SALARY: \$51,504 to \$58,344 plus excellent benefits package which includes a Northern Travel Allowance

CLOSING DATE: Until positions are filled

SUBMIT RESUME AND THREE (3) WORK REFERENCES WITH PERMISSION TO CONTACT, QUOTING COMPETITION #22-22, TO:

Director of Human Resources
Payukotayno: James & Hudson Bay Family Services
P.O. Box 189
Moosonee, ON P0L 1Y0
Email: hr@payukotayno.ca Fax: (844)444-0627

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 the preference may be given to qualified Cree speaking applicants in our hiring process.