



PAYUKOTAYNO

James and Hudson Bay Family Services

POSITION TITLE	Finance Clerk
DEPARTMENT	Finance
REPORTS TO	Finance Supervisor
CLASSIFICATION	Permanent, Full-Time
LOCATION	Moose Factory, ON
POSTING DATE	October 30, 2024
CLOSING DATE	Open until Filled
COMPETITION NUMBER	228-24

POSITION RESPONSIBILITIES:

Reporting to the Finance Manager, the Finance Clerk 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 financial field
- Ontario Secondary School Graduation Diploma
- Excellent computer and keyboard skills
- Ability to work with minimal supervision
- Excellent computer skills with direct experience on Microsoft Word and Excel programs
- Excellent organizational skills and demonstrated ability to set priorities and work effectively under pressure
- Ability to speak Cree is an asset
- Valid Class G Driver’s License (preferred)

SALARY: **\$56,688 to \$64,217** with excellent benefits package

For a more detailed job description, please contact Human Resources at hr@payukotayno.ca

SUBMIT COVER LETTER, RESUME & (3) THREE SUPERVISORY WORK REFERENCES (WITH EMAIL ADDRESSES) AND PERMISSION TO CONTACT, TO:

Human Resources
Payukotayno: James & Hudson Bay Family Services
P.O. Box 189 Moosonee, ON P0L 1Y0 Fax: (844)444-0627
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 to participate in the recruitment process, please contact the Human Resources Department