Building Nunavut Together
Nunavuliuqatigiingniq
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GOVERNMENT OF NUNAVUT

EMPLOYMENT OPPORTUNITY

Title: Revenue Officer
Department: Finance
Community: Rankin Inlet
Reference Number: 03-506126
Type of Employment: Indeterminate

Salary: $70,083.00 per annum, 37.5 hour/week
Northern Allowance: $18,517.00 per annum
Union Status: Nunavut Employees Union
Housing: Subsidized Staff Housing is Available
Closing date: August 21, 2020 @ 12:00AM CST

This is a Position of Trust and a satisfactory Criminal Record Check is required.
As per HRM Directive 518, this employment opportunity is restricted to Nunavut Inuit in Rankin Inlet only.

Under the direction of the Manager, Financial Operations, the Revenue Officer is accountable for providing revenue services to all departments in the Kivalliq Region. This includes the preparation of General Receipt forms, bank deposits, reconciliation of the Daily Register of Incoming Revenue forms. The Revenue Officer ensures all GN revenues are recorded and promptly deposited, NSF cheques and government cheques designated for return to departments (RTD) are controlled and distributed, and payments are applied against outstanding accounts receivables.

The Revenue Officer is accountable for receiving, controlling and collecting GN revenues in the Kivalliq Region by preparing general receipts, expense vouchers, recording NSF and non-negotiable cheques, deposit daily revenues, store money securely and contact the Manager, Financial Operations when irregularities are noted or confirmed. This position meets obligations of accounting for revenues received by performing financial inquiries, maintain registers for GN cheques and incoming revenue, maintain the general receipt and deposit records, research unidentified payments and record GN revenues. Under the guidance of Senior Officer Receivables, the Revenue Officer is responsible for the completion of reconciliations in all major Revenue Processing and Collection accounts by preparing monthly account reconciliation reports, identify and resolve control issues as a result of reconciliations that could lead to fraud or major losses, reconcile the accounts receivable sub-ledgers, accountable advance and travel advance accounts with the general ledger to ensure they balance, reconcile the bank clearing account and reconcile all suspended accounts to ensure they have all cleared and accounts are finalized.

Knowledge of generally accepted financial administration policies and procedures with practical knowledge of accounts receivable, banking vendor payments, set-offs and financial systems will be required to be successful in this position.

The knowledge, skills, and abilities required for this job are obtained through completion of Grade 12 or GED, along with one year or more experience in revenue processing; reconciliation experience regarding general ledger and sub-ledger accounts; and proficiency in the use of word processing, communications, financial spreadsheet and database software.

The Official Languages of Nunavut are Inuktitut, English and French.
The ability to communicate in more than one of Nunavut's official language is an asset.

Equivalencies that consist of an acceptable combination of education, experience, knowledge, skills and abilities may be considered.

Knowledge of Inuit language, communities, culture, land and Inuit Qaujimajatuqangit is an asset.

An Eligibility List will be created

If you are interested in applying for this job, please email your cover letter and resume to KivalliqHR@gov.nu.ca. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Inuit.
- Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Eligibility list may be created to fill future vacancies.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.

CONTACT: Department of Human Resources, Government of Nunavut
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