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Qulliq Energy Corporation  
Société d'énergie Qulliq  
Qulliq Alruyaktuqtunik Ikumatjutiit

Entrusted with supplying safe, reliable and efficient energy to the citizens of Nunavut, through both traditional and alternative sources, **Qulliq Energy Corporation (QEC)** offers many opportunities for those seeking to convert their skills and expertise into professional success. Sounds like you? Join our team. Wide-open spaces, rewarding work in a variety of settings, and the chance to contribute to the well-being of all Nunavummiut will bring new energy to your career – now and in the future.

### **FUEL ACCOUNTING CLERK**

BAKER LAKE, NU – Ref. No. QEC-17-017

Reporting to the Accounts Payable Supervisor but under the guidance of the Intermediate Accountant, this position will take a lead role in the processing and review of all fuel invoices and receipt documents for the Accounts Payable section of QEC's Finance department. The position will also provide support to others in the Accounts Payable department by reviewing and entering invoices in to the accounting system and in addition, may include other general Finance related administrative duties such as assisting with the year-end financial audit and special assignments as they arise.

#### **DUTIES AND RESPONSIBILITIES INCLUDE:**

- Monitor Accounts Payable email address and print all fuel tickets;
- Enter fuel ticket information into fuel database accurately and in a timely manner;
- Maintain fuel payment control spreadsheets and reconcile to month end reports;
- Match original invoices for payment with purchase orders or local purchase orders;
- Review invoices and/or requests for purchase coding, ensure that all associated documentation is attached and that individuals with the appropriate level of signing authority authorized each purchase;
- Input vendor invoices and/or requests for purchase into the Great Plains accounting system;
- Maintain and file vendor payments and expense reports;
- Provide general administrative support to the Finance team, including retrieving/copying invoices for the auditors, filing, reorganizing documents etc.

#### **REQUIRED QUALIFICATIONS INCLUDE:**

- Successful completion of Grade 12/GED;
- Experience in a relevant administrative, finance or accounting position;
- A knowledge of standard accounts payable policies, procedures and regulations;
- Familiarity with computerized accounting systems;
- Knowledge of Microsoft Office; MS Word, Excel, Outlook;
- Ability to speak Inuktitut, Innuinnaqtun and/or French (an asset);
- Knowledge of Nunavut, the land, language and culture (an asset).

The salary range for this position is \$54,951 to \$64,135 per annum, which is commensurate based on experience and a comprehensive benefits package, including a Northern Living Allowance of \$24,381 per annum. This position is included in the Nunavut Employees Union. Subsidized staff housing is not available.

**This competition is restricted to Nunavut Inuit only.**

Apply in writing by July 14<sup>th</sup>, 2017 to: [hr@qec.nu.ca](mailto:hr@qec.nu.ca)

or by mail to: **Human Resources, Qulliq Energy Corporation, P.O. Box 420, Baker Lake, NU X0C 0A0.**

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.