



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Finance Clerk – Qiviutuq Secretariat
Incumbent	New Position
Title of Supervisor	NTI CFO
Location of position	Rankin Inlet, NU, Kivalliq
Hay Point Rating	424
Effective Date	January 1, 2026

NTI MISSION STATEMENT
<p><i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT</i></p>

POSITION PURPOSE
<p>Under the direction of the CFO, the Finance Clerk – Qiviutuq Secretariat is responsible for the accounts payable function, account reconciliation and verification, and manage transactions and vendor accounts. The Finance Clerk – Qiviutuq Secretariat is also responsible for the revenue and payroll functions of the Secretariat.</p>

- | A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude |
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| <p>The “Finance Clerk – Accounts Payable” will perform all of the following duties:</p> |
| <p>Ensures timely processing of invoices, and other financial transactions in accordance with NTI Policies to include:</p> <ul style="list-style-type: none"> • Ensuring that financial data is accurately recorded and properly allocated to appropriate departments and budget categories; • Acts as relief for RWO Finance Officers during employee leave/absence by ensuring expenses, revenues and payroll is properly recorded • Process vendor invoices, cheque requisitions, timesheets and contribution agreements • Make required adjusting entries for stale dated cheques, as well as credit notes for returned cheques • Answer any questions with regards to Accounts Payable, Accounts Receivable and Payroll • Maintenance of sub-ledgers to ensure accuracy of financial information; • Provide other financial reports or information as may be required from time to time; |

- Provide assistance to the CFO on financial or other matters affecting the functioning of the Department
- Perform account reconciliations as directed by supervisor
- Participate in the preparation and completion of year end audit
- Process cheque and electronic funds transfer payments
- Maintain filing system for vendor and program files in an organized manner in both paper and electronic formation following NTI's Records Management Policy
- May perform other duties as required to provide support to departmental staff and co-workers

B. NTI COMPETENCIES– Magnitude and depth of expected behaviors

Action Management:

- Administers functions in a fair and ethical manner that brings maximum employment and benefit to the organization
- Provides clear direction to colleagues on objectives and timetables for work
- Explains to employees/colleagues how work expectations are aligned with employment goals
- Adopts effective work methods in order to develop excellence
- Is accountable for their decisions and performance

Adaptability and Flexibility:

- Respects differences in others' working style and priorities.
- Depicts a positive outlook when asked to do things differently.
- Accepts new people and their ideas.
- Coaches colleagues in how to juggle multiple tasks and priorities.
- Shifts unit's attention and priorities in response to the needs of the business.
- Is flexible: adapts to changes in priorities, assigned responsibilities and management styles.

Cooperation and Collaboration:

- Interacts and collaborates with all parties with an open mind in solution-seeking ways.
 - Thinks and acts collaboratively to resolve conflict in consensus-building ways.
 - Correctly interprets clues of wavering engagement in own team and acts to re-energize them.
 - Fosters understanding and open communication between team members.
 - Respects cross-cultural perspectives and differences.
- Develops a shared understanding amongst others to arrive at decisions through consensus.

Effective Interactive Communication:

- Is curious about others: actively asks questions to gain a broader understanding of their perspective.
- Seeks to ensure that messages are clearly understood by all parties.
- Is genuinely receptive to others' ideas and responds in ways that communicate respect of others.
- Uses tact and diplomacy in all communications.

Impact and Influence:

- Persuades others by carefully developing sound business cases.
- Fosters a climate of trust and respect during negotiations.
- Treats partners fairly, ethically and as valued allies during negotiations.
- Maintains composure and practices emotional restraint under difficult circumstances.
- Maintains a positive outlook and constructive attitude when faced with opposition.

Judgement/Analytical thinking:

- Looks at problems from different angles and considers alternative solutions before moving forward with a plan to resolve it.
- Draws on options and solutions from across NTI, not just from one's own area, to solve work problems.
- Anticipates the risks inherent in a suggested plan of action and devises appropriate mitigating strategies.
- Is an agile interpreter of guidelines: navigates ways around a wide range of guidelines.
- Ability to investigate issues and requirements, identify, and prioritize appropriate solutions.

Partnering and Relationship Building:

- Builds positive relationships based on respect and caring for others.
- Makes a conscious effort to maintain rapport with partners and communities.
- Builds effective work relationships through positive communication and outreach.
- Actively cultivates strong relationships with employees, clients, and partners.
- Looks for ways to add genuine value to partners and contacts.

Inuit Qaujimajangit/Qaujimajatuqangit:

- Creates a welcoming and positive environment for others.
- Fosters good spirit by being open, welcoming and inclusive of new individuals.
- Places the needs of the group or community above his or her own interest.
- Promotes global connections between people through sharing in just and equitable ways.
- Views local and global issues as being overlapping, interdependent and dynamic, and uses this information when making decisions.
- Uses information and knowledge to improve society and the well-being of people around him or her.
- Is resourceful and seeks solutions through creativity, adaptability, and flexibility.
- Is flexible in responding to a rapidly changing world to improve the context in which Inuit live.
- Participates actively and enthusiastically in activities that help build the strength of the Inuit of Nunavut

C. KNOWLEDGE, SKILLS AND ABILITIES - Managerial Know-How/Integration; practical/technical work and Human Relations/Communication Skills

- Management studies diploma or equivalent;
- Knowledge of general office procedures;
- Minimum three (3) years' experience in an accounting environment;
- Minimum two (2) years' data entry experience;
- Strong work ethic and highly motivated with the ability to work with demanding deadlines;
- Good interpersonal, organizational and team-building skills are essential
- Effective oral and written communication skills;
- Working knowledge of computer software packages include Sage 50, Sage 300 and Microsoft Office is an asset;
- Ability to speak Inuktitut or Inuinnaqtun is an asset,

D. PROBLEM SOLVING, DECISION MAKING, KEY ISSUES AND THINKING CHALLENGES/ENVIRONMENT

Incumbent requires knowledge of the NTI mission, vision and values; corporate and organizational culture; Human Resources Policy Manual, Communications Policy, Computer and Network Usage Policy, Credit Card Policy, Executive Compensation Policy, Expenditure Policy, Honoraria Policy, Loan and Advances Policy, Travel Policy, Petty Cash Policy, Contribution Policy, Procurement Policy and Records Management Policy.

E. WORKING CONDITIONS

Physical Effort: *The combination of intensity, duration, and frequency of physical activity such as standing, sitting, bending, lifting, and/or working in awkward or constrained physical positions.*

- Occasional lifting of papers and boxes;
- Long-term Computer use;

Sensory Attention: *The combination of intensity, duration, and frequency of concentration required such as sustained attention required for tasks such as analyzing complex documents, effecting repairs where precision is important, and/or intense listening.*

- Verifying/proof reading various documents and batches;
- Ringing phones and answering client inquiries;
- Work in a team environment;
- Work in a politically sensitive environment;
- Work in an environment of constantly changing priorities and tight deadlines;
- Work in an environment that enforces cross training within the Department;

Mental Stress: *The combination of intensity, duration, and frequency of exposure to physical and environmental factors such as tight deadlines, competing pressures, unpleasant public or client contacts, and/or disruption of personal life due to work, or travel.*

- Preparing reports against deadlines will cause stress;
- Deadlines will cause overtime and may keep incumbent away from family;
- Reporting to and responding to Directors may cause stress;

CERTIFICATION

Employee Signature

CFO, NTI

Employee Name (Print)

Director of Human Resources

Date

Date

I certify that I have read and understand the responsibilities assigned to this position, and I certify that this is an accurate description of the responsibilities assigned to this position.

Attach an updated Organizational Chart for the Department