



# PAYUKOTAYNO

James and Hudson Bay Family Services

<b>POSITION TITLE</b>	Finance Clerk
<b>DEPARTMENT</b>	Finance
<b>REPORTS TO</b>	Finance Supervisor
<b>CLASSIFICATION</b>	Permanent, Full-time
<b>LOCATION</b>	Moose Factory, ON
<b>POSTING DATE</b>	January 10, 2023
<b>CLOSING DATE</b>	January 23, 2023 at 4:30 p.m.
<b>COMPETITION NUMBER</b>	18-23

## 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 financial 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

A full job description can be requested by emailing [hr@payukotayno.ca](mailto:hr@payukotayno.ca)

**SALARY RANGE:** \$51,504 - \$58,344

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

Director of 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](mailto: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 in order to participate in the recruitment process, please contact the Human Resources Department. Please note that preference may be given to qualified Cree speaking applicants in our hiring process.