



## **Nunavut Employees Union (NEU)**

### **Membership and Accounts Payable Agent – Iqaluit, Nunavut**

**The Nunavut Employees Union has an immediate opening for the indeterminate position of Membership and Accounts Payable Agent.**

**Some of the duties and responsibilities are:**

The position is responsible for providing accounts payable and finance administration services by:

- Processing accounts payable invoices by ensuring backup documentation is accurate and authorized, allocating to appropriate chart-of-accounts codes, preparing payments, entering data into the accounting system and distributing payments.
- The position is responsible for record management and must be maintaining and updating an effective filing system.
- Preparing accounts payable reports.
- Preparing monthly bank reconciliations and other assigned accounting duties.

The position is responsible for providing membership administration services by:

- Maintaining an accurate and up-to-date database of NEU members using the PSAC membership database system and ensuring the efficient processing of confidential membership information.
- Producing membership reports including statistical reports.
- Verifying the membership database and reports for accuracy and corrective action.
- Maintaining an accurate list of NEU locals. Informing the Public Service Alliance of Canada (PSAC) of the creation, merger, division, or dissolution of locals.
- Maintaining accurate financial records for NEU locals.

- Calculating monthly dues for locals.

**Qualifications:**

- Post secondary education in Accounting or Finance, or a combination of equivalent training and experience.
- Strong organization, administrative, clerical and bookkeeping skills.
- A minimum of two (2) years of related experience in a variety of financial accounting functions at an intermediate level.
- The ability to read and speak Inuktitut and English.
- Strong writing skills in Inuktitut and English would be an asset.
- Discretion, tact and ability to deal with members, staff and suppliers in a diplomatic manner.
- Strong computer, data entry and mathematical skills and demonstrated experience working with the Microsoft Suite of applications, accounting software as well as general office equipment. Knowledge of SAGE Accounting software would be an asset.
- Good organizational skills to deal effectively with conflicting priorities.
- High degree of confidentiality, good judgment, reliability, attention to detail and customer service.
- Ability to work independently and contribute effectively to a team environment.
- Understanding of and demonstrated commitment to union principles and social justice.
- Knowledge of the structure of a union organization would be an asset.

The salary range is \$78,046 to \$90,313. Language bonus of \$2500. A complete northern benefits package, including vacation travel assistance, is offered. Staff housing is available.

In accordance with NEU's support of and commitment to the principles of the Nunavut Agreement, the position to be hired will be filled by a qualified person who is a beneficiary under the Nunavut Agreement.

The Nunavut Employees Union is an Equal Opportunities Employer.

This position is unionized under the Canadian Union of Labour Employees (CULE).

A full job description can be obtained from the email address below or viewed at [www.neu.ca](http://www.neu.ca)

**Deadline: 5 pm MDT, Thursday, May 22, 2025**

**Applicants should send their resume to:**

Daniel Kinsella  
Nunavut Employees Union  
100-165 Nipisa St  
Iqaluit, NU X0A 2H0  
Tel: 867-979-4209, ext. 203  
Fax: 867-979-4522  
Email: [daniel@neu.ca](mailto:daniel@neu.ca)

**Please Note:** Only candidates selected for an interview will be contacted