



THE CITY OF DAWSON

P.O BOX 308, DAWSON CITY, YUKON
Y0B 1G0
PH: (867) 993-7400, FAX: (867) 993-7434



EMPLOYMENT OPPORTUNITY

FINANCE OFFICER

Permanent Full Time Union Position Subject to Outcome of Arbitration involving prior incumbent.

A detailed job description is available at the City Office, (867) 993-7400.

Job Summary:

Reporting to the Senior Financial Officer, the Finance Officer is responsible for union payroll, accounts payable and accounts receivable, front office relief coverage, maintaining appropriate financial records and other duties as assigned by the Senior Financial Officer.

Education and Experience:

- Preferably completion of a business accounting course and/or at least 2 years' experience in the accounting field with payroll, accounts payable and accounts receivable;
- Familiarity with financial systems and processes;
- Working knowledge of electronic financial systems;
- Knowledge of general office equipment operations.

Wages and benefits for this position are in accordance to the collective agreement.

For additional information and a copy of the detailed Job Description, please contact Joanne Van Nostrand at jvannostrand@cityofdawson.ca or phone 867-993-7400.

Send resumes to: jvannostrand@cityofdawson.ca or fax to 867-993-7434,
Attention: Joanne Van Nostrand.

Closing Date:

A current resume and covering letter must be received at the City of Dawson Administration Building by **12:00 pm (noon) on Friday January 27, 2012.**

dawson city - heart of the klondike