



**UNION OF NORTHERN WORKERS (UNW)
Finance and Administrative Assistant
Indeterminate
Yellowknife, NT**

The UNW is a membership driven Union comprised of approximately 5,500 members throughout the Northwest Territories, made up of public servants and various private employee groups. As the North=s largest Union, the UNW prides itself in its unique and diverse membership. As a component of the Public Service Alliance of Canada, the UNW enjoys the advantage of both regional and national representation in Canada.

Duties: Reporting to the Director of Finance and Administration, the incumbent is responsible for accounts payable, accounts receivable, expense account reconciliations, dues rebates to locals, and bank deposits. As well, the incumbent completes various projects of a financial nature, maintains administrative records, lists and systems on spreadsheet or database files, prepares documents and correspondence for external and internal purposes, maintains supplies for the Yellowknife and Regional Offices, and assists other administrative employees on jobs they are qualified to do as required.

Qualifications: Grade 12; computer training and skills (ACCPAC, Microsoft Office, Outlook, databases and spreadsheets); basic accounting/bookkeeping training or experience with basic accounting/bookkeeping procedures; 2 to 3 years experience in an accounting/bookkeeping environment operating typical office equipment including a computer; typing speed of 50 words per minute or greater; equivalent combination of education and experience.

Salary: \$68,520 - \$77,335 per year plus attractive benefits package.

Interested persons may submit their resume of qualifications and experience in Confidence to:

**Financial Assistant Competition@
c/o Union of Northern Workers.
Suite 200 5112 52nd Street,
Yellowknife, NT X1A 1T6,**

or by FAX: (867) 920-4448.

Deadline: October 14, 2011 by 5:00 p.m.

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