



# TOWN OF INUVIK

The Town of Inuvik is pleased to offer the following internal employment opportunities:

**UTILITIES/Accounts Receivable Officer**  
**THIS IS A PERMANENT FULL TIME POSITION**

**Competition will close Friday June 16<sup>th</sup>, 2023, at 5 pm MST**

The successful candidate will be required to:

- Be an excellent communicator and be customer service focused.
- Be respectful and possess cultural awareness and sensitivity.
- Be very proficient in the use of Microsoft Office software applications.
- Have a good understanding of financial and bookkeeping concepts and procedures.
- Have a minimum education level of Grade 12 or equivalent accredited diploma.
- Have 2 years' experience in office and/or business administration.
- Have a valid Class 5 NT Driver's License.

Preference will be given to those candidates that:

- Have a relevant post-secondary Certificate or Diploma in Office Administration.
- Have a working knowledge of WHMIS and a current First Aid/CPR/AED Certificate.

Equivalencies recognizing related education and experience may be considered.

The current starting salary is \$ 36.17 per hour (approx. \$ 70,531.50 per annum) with a Northern Allowance of approximately \$ 14,661.00 per annum.

Please refer to the position description for more details regarding expectations and responsibilities. A job description is available at the Town Office upon request. For more information, contact Adam Kovacs, Human Resources Officer.

**Please submit a cover letter and resume to:**

**Adam Kovacs, Human Resources Officer**

**Phone: (867) 777-8603      Fax: (867) 777-8601      E-mail: [hr@inuvik.ca](mailto:hr@inuvik.ca)**

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