



Career Opportunity

Title	Controller
Co-op	West Baffin Eskimo Co-operative Ltd.
Location	Cape Dorset, Nunavut

This senior role offers excellent experience for an individual possessing the right qualifications and who is open to a diverse, challenging and exciting opportunity in this world-renowned Arctic community.

West Baffin Eskimo Co-operative operates several diverse divisions that include a retail grocery/hardware store and a division that produces, wholesales, and markets fine art.

The Controller will be responsible for all the day-to-day activities of the Accounting team and take ownership for accounting, reporting, internal controls, budgeting and operational analysis. This position also plays a key role in ensuring that information is available in a timely manner to provide recommendations to Division Managers and Board of Directors.

Duties and Responsibilities

- Overseeing day to day accounting activities including accounts payable, account receivable, payroll, bank reconciliations, tax filings and maintaining general ledger chart of accounts.
- Enhancing internal controls and processes
- Develop accounting policies and procedures
- Preparation of monthly and year-end financial statements
- Cash Flow forecasting and analysis
- Account reconciliation and analysis
- Inventory management and control
- Provide performance and operational analysis

Qualifications

- A post secondary Business degree
- Three years relevant accounting experience
- CPA designation a definite asset
- Combinations of education and experience will be considered
- Excellent management and team building skills
- Strong accounting skills and technical knowledge
- Experience using Microsoft Office with excellent excel skills
- Experience with Sage 50 an asset
- Interpersonal skills within a cross cultural setting is an asset

Applications are being accepted via email to Arctic Co-operatives Limited

[Human Resources](#) or by fax 204-632-8575