

## CARMACKS DEVELOPMENT CORPORATION

CDC Commercial Building  
35736 Klondike Highway  
PO Box 237  
Carmacks, Yukon Territory  
Y1B1C0



### **JOB POSTING FINANCE OFFICER**

Permanent Full-Time Position  
Competitive compensation and benefits  
Carmacks or Whitehorse

**Closing date: June 6<sup>th</sup>, 2022**

The Carmacks Development Corporation (CDC) is seeking a qualified individual to join our small and highly collaborative team, in the role of Finance Officer. Reporting to the Chief Executive Officer, the Finance Officer is responsible for the day-to-day accounting operations, functions, records and transactions relating to Carmacks Development Corporation and its affiliates. In this position you will be responsible for the financial health of CDC by managing our financial procedures. Your duties will include planning budgets, participating in audits, monitoring transactions, and preparing invoices. This is a permanent full-time position. CDC was created to contribute to the economic prosperity of the LSCFN by being a part of strategic and profitable business ventures that maximize opportunities in the traditional territory and elsewhere. For more information on CDC see [carmacksdevelopment.ca](http://carmacksdevelopment.ca)

Interested persons are invited to submit a resume with a letter clearly indicating how they meet the following essential qualifications:

- Diploma or degree from a recognized college or university in economics, finance, accounting, business administration or a related discipline
- At least two years' experience working in the finance or accounting field;
- At least one years' experience working with payroll operations;
- Experience using various applicable software programs such as Simply Accounting and Quick books and Microsoft Office applications;
- Experience providing regular financial reporting;
- Experience leading a team, preferably in a financial office environment
- Excellent communication skills, both oral and written
- Ability to work under pressure and meet tight deadlines
- Experience working as a collaborative team member, pitching in where and when required.

Candidates who meet the required qualifications will be invited to participate in an interview and reference process. During that process, additional qualifications and skills will be assessed. Please submit your application with the subject line: APPLICATION: CDC Finance Officer to [lauren@carmacksdevelopment.ca](mailto:lauren@carmacksdevelopment.ca)

Preference will be given to persons who are Little Salmon Carmacks First Nation Citizens, and/or Northern Tutchone Nation Citizens. We encourage people to self-identify.

**For more information, and a copy of the job description**, please contact Lauren Skookum (867-689-5690 or [lauren@carmacksdevelopment.ca](mailto:lauren@carmacksdevelopment.ca)).