**Job Posting –** Finance Clerk

**Organization:** Nunavut Independent Television (NITV)
**Location:** Montreal
**Employment Type:** Full-time, Permanent

Are you a meticulous and motivated financial professional who wants to contribute to Inuit media and cultural revitalization? Nunavut Independent Television (NITV) is hiring a **Finance Clerk** to support our daily financial operations. NITV is an Inuit-owned organization and home to Uvagut TV, Canada’s first national Indigenous television channel. We are a collaborative, creative team focused on amplifying Indigenous voices and community-based storytelling.

**Organization Overview**

Nunavut Independent Television (NITV) is an Inuit-owned media arts organization. NITV produces, broadcasts, and distributes programming that reflects the voices, stories, and perspectives of Inuit communities. Our organization is part of the Isuma media network, which includes Uvagut TV, Canada’s first national Indigenous television channel. We are committed to community-based media, Indigenous language revitalization, and artistic innovation.

**About the Role**

As Finance Clerk, you will be responsible for ensuring accurate day-to-day financial entries and assisting with payroll, reconciliations, and fund tracking. Reporting to the Finance Manager, you will help keep our books in order, support audit readiness, and contribute to the sustainability of an organization grounded in Inuit values and innovation.

**Key Responsibilities**

* Maintain and record financial transactions, including accounts payable and receivable
* Assist in preparing payroll and benefits records
* Reconcile bank statements and credit card accounts
* Ensure documentation complies with internal and funder requirements
* Help prepare audit and funding reports
* Collaborate with the Finance Manager and Director of Finance and Administration to improve systems and procedures

**What You Bring**

* 2+ years of bookkeeping or accounting experience
* Proficiency in accounting software (preferably Sage) and Microsoft Excel
* Solid understanding of payroll and reconciliation processes
* Strong organizational and problem-solving skills
* Experience in nonprofit or Indigenous organizations is an asset
* Familiarity with Indigenous communities, particularly Inuit or Northern organizations, is a strong asset

**Why Join NITV?**

* Be part of an Indigenous-led organization with a national and international impact
* Help amplify Inuit voices through powerful and community-rooted media
* Competitive salary and benefits

**To Apply:** Please email your resume and cover letter to tory@legacybowes.com.

**NITV strongly encourages applications from Inuit and Indigenous professionals and welcomes candidates from Northern and remote communities.**