



# LABRADOR NORTH CHAMBER OF COMMERCE

## Employment Opportunity

Located in Happy Valley-Goose Bay, the Labrador North Chamber of Commerce (LNCC) has been Central Labrador's business and regional economic development voice for over 50 years. Through our organizational mandate and many successful initiatives, the LNCC has emerged as one of the most progressive and influential small-market Chambers of Commerce in the country.

### Job Description:

The LNCC is currently seeking a qualified, outgoing and energetic individual for the exciting position of **Finance & Operations Manager (1 year – Maternity Leave)**. The responsibilities of the successful applicant will include (but not limited to):

- Daily bookkeeping with Sage software;
- Payment processing, accounts payable, accounts receivable;
- Preparation and distribution of monthly statements;
- Account collections;
- Other financial-related activities as required;
- Coordinate work of support staff as it relates to finance function;
- Oversee general building operations and maintenance, including related contracts;
- Manage relationships with suppliers and contractors;
- Coordinate work of support staff as it relates to operations function;
- Support the day-to-day operations of the LNCC as required.

### Qualifications:

- Minimum of diploma in business administration, accounting, a related field, or acceptable combination of education and experience;
- Computer skills and knowledge of relevant software;
- Knowledge of principles and practices of bookkeeping, accounting, budgeting, and financial management;
- Excellent communications skills, both oral and written, are a must;
- Effective multitasking and time management skills required.

The LNCC offers a competitive compensation and benefits package, partly based on the qualifications and experience of the successful candidate. Deadline for applications is **4:00 pm AT on February 5, 2016**.

Forward applications to:

Mail: Labrador North Chamber of Commerce  
P.O. Box 460, Station B  
Happy Valley-Goose Bay, NL  
A0P 1E0

E-mail: [hr@chamberlabrador.com](mailto:hr@chamberlabrador.com) Fax: (709) 896-8039