



Parks Canada

Finance and Administrative Officer

Canada's most remarkable landscapes need remarkable people.

The Western Arctic Field Unit is seeking a qualified and motivated individual to join our team. The successful candidate will provide essential financial and administrative support to our Parks Canada team.

Work location – Inuvik, NT

Term: Approximately September, 2026 - March, 2027 – 6 months with possibility of extension

Annual Salary – \$61,980 - \$74,408 (salary under review) PLUS an additional approximately \$35,029(employee with dependants) or \$21,056(single employee) in applicable Isolated Post Allowances

Who can apply – Persons who have a legal status to work in Canada.

In accordance with the Inuvialuit Final Agreement within the Inuvialuit Settlement Region, hiring preference will be given to qualified Inuvialuit. Therefore, applicants are encouraged to self-identify in their application.

Education

Post secondary diploma or acceptable combination of education, experience and training

Experience

- Experience in financial management including budget monitoring, forecasting, and analysis
- Experience providing general administrative support services to clients and managers

Deadline to Apply: July 19 , 2026 at 23:59, Pacific Time

Please email your application to rhugao-wafuhr@pc.gc.ca . Your application should include your resume and a cover letter outlining how you meet the education criteria and each of the experience criteria.