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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

JOB OPPORTUNITY

The Kativik Regional Government (KRG), which is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel, is currently looking for a highly energetic and motivated candidate to join its Finance Department in the capacity of:

ACCOUNTING CLERK

Reporting to the Finance Director, the duties of the Accounting clerk include without being limited to:

- Matching up purchase orders, receiving slips and invoices and following-up on discrepancies noted;
- Reconciling supplier statements of account;
- Issuing payments to suppliers.
- Preparing worksheets and account analysis as well as assist co-workers in other related duties;
- Ensuring proper accounting coding;
- Filing, photocopies, etc.
- Perform other related duties, as required, by the Department Director.

QUALIFICATIONS:

- Secondary diploma or a vocational diploma in office work;
- Three (3) years of experience in accounting (relevant experience may also be considered);
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French.
- Computer proficiency (familiarity with various software packages and office equipment is a definite asset);
- Be reliable, conscientious and able to work well without close supervision in an environment experiencing constant growth.

Place of work:	Kuujjuaq
Salary:	Minimum: $36 765/year – Maximum: $60 897/year (Class 6)
Benefits:	Cost of living differential: Minimum of $8 500/year
	Food allowance: Minimum of $3 453/year
	Annual leave trips: maximum of 3 per person annually;
	Simplified Pension Plan: 6% employer, 4% employee
	Group Insurance
	Vacation: 20 days
	Statutory Holidays: 19 days including 10 during Christmas holidays

Please send your resume before 5:00 p.m. May 26, 2021 to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujjuaq (Quebec) J0M 1C0
FAX: (819) 964-2975
Email: humanresources@krg.ca

The KRG is an equal opportunity employer. In accordance with this and with the James Bay and Northern Québec Agreement, conditions may vary to promote the employment of Inuit candidates.

Only candidates selected for an interview will be contacted.