



JOB OPPORTUNITY

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Québec north of the 55th parallel. The KRG is currently looking for a dynamic and reliable person to work in the capacity of:

GENERAL ACCOUNTANT **Temporary, maternity leave replacement**

Reporting to the Director of Finance, the selected candidate is mainly responsible for:

- Perform all payroll-related duties for KRG employees;
- Stay current with payroll regulations, standards and industry best practices;
- Commit to departmental timelines and priorities;
- Ensure all employees' inquiries are answered promptly;
- Follow-up on financial information requests;
- Perform all regular tasks related to a complete accounting cycle (bank reconciliations, journal entries, accounts receivable and accounts payable);
- Prepare monthly account analysis;
- Assist in the preparation of year-end income tax forms and assist with the preparation of the financial audits;
- Perform any other duties required by the Supervisor.

QUALIFICATIONS

- College diploma in accounting or finance; equivalent combination of education and experience will be considered;
- Minimum of five (5) years of experience in a similar role in payroll and accounting;
- Knowledge of payroll software as well as a Canadian Payroll Association Certificate will be considered an asset;
- Possess a good and current understanding of payroll and accounting principles and practices;
- Be analytical, attentive to detail and able to work independently;
- Good knowledge of the office suite (Excel: intermediate level);
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French.

Place of work: Kuujuaq.

Salary: Minimum: \$52,481 annually; maximum: \$89,256 annually (class 8).

Benefits: Cost-of-living differential: minimum \$8,500 annually;
Food allowance: minimum \$4,216 annually;
Annual leave trips: maximum of 3 per person annually;
Simplified retirement plan: 6.25% employer, 4% employee;
Group insurance;
Vacation: 20 days annually;
Statutory holidays: 20 days, including 10 during the Christmas period.

