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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) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel. We are looking for a highly energetic and motivated candidate to join the Finance Department in the capacity of:

ACCOUNTING CLERK

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

- Match purchase orders, receive slips and invoices and follow up on discrepancies noted;
- Reconcile supplier statements of accounts;
- Issue payments to suppliers;
- Prepare worksheets, organize files and photocopy;
- Conduct accounts analysis;
- Collaborate with and assist co-workers in related tasks;
- Ensure accurate accounting coding;
- Perform other related duties, as required.

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: $42,188 per year – Maximum: $69,879 per year (Class 6)

Benefits: Cost of living differential: Minimum of $8,500/year;
Food allowance: Minimum of $3,903 per year;
Annual leave trips: Maximum of 3 per person annually;
Simplified Pension Plan: 6% employer, 4% employee;
Group Insurance;
Vacation: 20 days;
Statutory Holidays: 20 days, including 10 during the Christmas holidays.

Please forward your resume to:

Kativik Regional Government
P.O. Box 9
Kuujjuaq (Québec) J0M 1C0
humanresources@krg.ca
Fax: 819-964-2975

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.