



## 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 Temporary, maternity leave replacement

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:** Kuujuaq

**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  
Kuujuaq (Québec) J0M 1C0  
[humanresources@krq.ca](mailto:humanresources@krq.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.***