



JOB OPPORTUNITY

The Kativik Regional Government (KRG), who operates the Tamaani – Nunavik Wireless Internet Services, is looking for a dynamic and reliable person to work in the capacity of:

ACCOUNTING CLERK – TAMAANI INTERNET SERVICES

(PERMANENT, FULL-TIME POSITION)

Reporting to the Coordinator of Tamaani Internet Services within the Administration Department, the Accounting Clerk will be responsible for performing the following tasks:

- Invoicing residential and corporate internet customers;
- Updating all the contact information of all residential and corporate customer and make sure that all invoices are being receive on time
- Ensuring that operations, credit card and pre-authorized, direct deposit payments are produced in accordance to applicable policy and procedures;
- Answering questions and relaying any pertinent information to customers;
- Producing a statement of accounts and a monthly income report and aging reports;
- Collecting overdue accounts receivables;
- Assisting customer services staff with account suspension and reinstatement;
- Preparing and verifying the weekly deposit;
- Preparing worksheets and account analysis;
- Assisting coworkers with other related duties.
- Filling, Printing, Photocopies and Etc
- Recording and reconciling invoices of all the suppliers and make sure that everything is taken care off and paid
- Perform other related duties as required by the supervisor/coordinator

REQUIREMENTS

- Minimum of three (3) years of experience in accounting (Experience in relation with accounts receivable and payable will be considered as an asset);
- College degree in business administration (relevant experience will also considered); or Secondary diploma or vocational diploma in office work
- Excellent communication skills;
- 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);
- Reliable, conscientious and able to work without close supervision in an environment experiencing constant growth;
- Enjoy working within a team and able to also work autonomously.

Place of work: Kuujjuaq
Salary: Minimum \$ 42,188 to Maximum: \$69,879 annually (Class 6);
Benefits: Cost of living differential: Minimum of \$8 500/year;
Food allowance: Minimum of \$3 903/year;
Annual leave trips: maximum of 3 per person per year;
Simplified Pension Plan: 6% employer, 4% employee;
Group Insurance;
Vacation: 20 days/year;
Statutory Holidays: 20 days including 10 during Christmas holidays.

Please submit your résumé to:

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

** An employee is entitled to receive at least the Northern benefits allocated to an employee without dependants. An employee with dependants is entitled to benefits for her/his spouse and eligible dependants.*

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.