



## 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, 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 \$ 43,348 to Maximum: \$71,800 annually (Class 6);  
**Benefits:** Cost of living differential: Minimum of \$8 500/year;  
Food allowance: Minimum of \$4 216/year;  
Annual leave trips: maximum of 3 per person per year;  
Simplified Pension Plan: 6,25% employer, 4% employee;  
Group Insurance;  
Vacation: 20 days/year;  
Statutory Holidays: 20 days including 10 during Christmas holidays.

Please submit your resume to:

**Kativik Regional Government**  
**P.O. Box 9**  
**Kuujjuaq (Québec) J0M 1C0**  
[humanresources@krg.ca](mailto: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.*