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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), a supra municipal body with jurisdiction over the territory located north of the 55th parallel, is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

ACCOUNTING MANAGER, SUSTAINABLE EMPLOYMENT
(Permanent, full-time)

Reporting to the Director of the Sustainable Employment Department, the Accounting Manager is responsible for the all activities related to the Departments budgets including the Childcare, Tourism and Programs Sections of the Sustainable Employment Department. The duties of the Accounting Manager include, but not limited to:

RESPONSIBILITIES

- Participate in the planning, deployment and management of the financial resources of the Department, including budget preparation, revision and monitoring;
- Work in collaboration with the Treasury and Finances Sections and other internal and external stakeholders to ensure proper budget follow-ups;
- Participate and assist in the negotiation process of funding agreements for the Department with both the Federal and Provincial Governments;
- Ensure follow-up on revenues from governments grants and other sources of revenues;
- Manage and follow-up on all accounts payable and accounts receivable of the Sustainable Employment Department in order to make sure entries are up to date;
- Review, analyze, financial information, draft reports and financial information in a timely manner;
- Review accounting practices, procedures and systems; propose improvement solutions to meet the organization's needs, and coordinate their implementation;
- Assist in the preparation of the audit process;
- Participate in the implementation of various projects in the accounting sector of the Sustainable Employment Department;
- Perform other related duties, as requested, by the supervisor.

REQUIREMENTS:

- Bachelor's degree in accounting, finance or business administration or in a related field;
- Member in good standing of a provincial order of Chartered Professional Accounts (CPA) would be considered an asset;
- Minimum of five (5) years of experience in accounting;
- Experience in municipal accounting or government agreements will be considered an asset;
- Excellent analytical, planning and organizational skills;
- Demonstrated team player;
- Proficient with Microsoft Office Suite; knowledge of Sage Accpac and Ceridian considered an asset;
- Good oral and written communication skills in at least two (2) of the following languages: Inuktitut, English, French.

Place of work:	Kuujjuaq
Salary:	Minimum: $93,011 - Maximum: $127,890
Benefits:	Cost-of-living differential: minimum of $8,500/year Food allowance: minimum of $3,707/year Annual leave trips: maximum of 3 per person/year Pension Plan Group insurance plan Vacation: 30 days/year Statutory holidays: 20 days including 10 days during the Christmas period

Please send your resume in English before 5:00 p.m., February 9, 2024, to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujjuaq QC J0M 1C0
Fax: 819-964-2975
Email: humanresources@krg.ca

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.