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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 north of the 55th parallel with an important operating and infrastructure budget. We are currently looking for a highly energetic and motivated candidate to work in Kuujjuaq, in the capacity of:

ASSISTANT DIRECTOR FINANCE (PERMANENT, FULL-TIME)

Reporting to the Director of Finance, the Assistant Director Finance oversees tasks related to the management and follow-up of the KRG's centralized finance and accounting systems and processes. The selected candidate will have the following responsibilities:

- Communicate and disseminate information related to internal controls and procedures;
- Elaborate and provide remedial measures for existing procedures as is necessary;
- Recommend measures to resolve issues related to work methods/processes and to the accounting system while striving to improve work processes, including cost savings and effectiveness;
- Ensure best practices on the implementation of procedures as well as proper training and follow-up;
- Assist employees in applying procedures and controls;
- Supervise accounts payable and receivable operations and support these sections on a day to day basis with an ability to roll up her/his sleeves and be proactive;
- Review accounts receivable monthly sub-ledger and ensure proper follow-up;
- Ensure the issuance of monthly budget variance reports;
- Assist in the preparation of audits;
- Oversee month end and year end closing activities for all aspects of accounting, including GL accounts, accounts payable reconciliations, accrual postings and analysis;
- In collaboration with the Director, analyse and implement the auditor's recommendations
- Maintain and update the training plan for the Finance department employees;
- Coordinate timekeeping and payroll systems as well as support daily payroll operations.

QUALIFICATIONS:

- A Bachelor's degree in Accounting or in a related field;
- CPA designation required;
- A minimum of five (5) years of experience in accounting and finance, experience in municipal accounting is considered an asset;
- A demonstrated ability to transfer knowledge and expertise in the field of accounting;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Proficient with Microsoft Office Suite; knowledge of Sage Accpacc and Ceridian considered an asset;
- Excellent interpersonal skills and a demonstrated ability to build and support strong teams.

Place of work: Kuujjuaq
Salary scale: Minimum \$83 972/year; maximum \$115 462/year
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 annually;
RRSP: 7.5% employer
Group Insurance
Vacation: 30 days
Statutory Holidays: 19 days including 10 during Christmas holidays

Please send your resume to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujjuaq, Québec 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.