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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), which is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel, is currently looking for a highly energetic and motivated candidate to join its Finance Department in the capacity of:

### GENERAL ACCOUNTANT

Reporting to the Accounting Manager, the selected candidate is responsible for, among other things:

- Performing all regular tasks related to a complete accounting cycle; (bank reconciliation, journal entries, account receivable and account payable);
- Preparing monthly account analysis;
- Assisting in the preparation of the year-end audit;
- Follow-up on financial information requests;
- Perform other related duties, as required, by the supervisors.

### QUALIFICATIONS

- College diploma in accounting or finance (relevant work experience will also be considered);
- Have at least five (5) years of experience with bookkeeping or accounts receivable and payable;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Have solid background in computer accounting (*Excel* and *Accpac*);
- Possess a sound understanding of accounting principles and practices.

**Place of work:** Kuujjuaq  
**Salary:** Min. \$44,511 yearly – Max. \$75,701 a year (Class 8)  
**Other benefits\*:** Cost-of-living differential: minimum \$8 500 annually  
Food allowance: minimum \$3 707 annually.  
Annual leave trips: maximum of 3 per person annually;  
Pension plan: 6% employer; 4% employee  
Group insurance  
Vacation: 20 days annually  
Statutory holidays: 19 days including 10 during the Christmas period

Please send your resume before 5:00 p.m., August 31, 2021, to:

Human Resources  
Kativik Regional Government  
P.O. Box 9, Kuujjuaq Quebec J0M 1C0  
Fax: (819) 964-2975  
Email: [humanresources@krg.ca](mailto: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.*