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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 with jurisdiction over the territory of Québec north of the 55th parallel. The KRG is currently looking for a dynamic and reliable person to work in the capacity of:

GENERAL ACCOUNTANT PAYROLL AND FINANCE

Reporting to the Director Finance, the selected candidate is mainly responsible for:

- Perform all payroll-related duties for KRG employees;
- Stay current with payroll regulations, standards and work methods;
- Ensure that departmental timelines and priorities are met;
- Ensure all employees inquiries are answered in a timely manner;
- Follow-up on financial information requests
- Performing all regular tasks related to a complete accounting cycle; (bank reconciliation, journal entries, account receivable and account payable);
- Preparing monthly account analysis;
- Assist in the preparation for year-end income tax forms and assist with the preparation of the financial audits;
- Perform any other duties required by his Supervisor.

QUALIFICATIONS

- College diploma in accounting or finance; equivalent combination of education and experience will be considered;
- Minimum of five (5) years of experience in a similar role in payroll and accounting
- Knowledge of payroll software as well as a Canadian Payroll Association Certificate will be considered an asset;
- Possess a good and current understanding of payroll and accounting principles and practices
- Be analytical, attentive to detail and able to work independently.
- Good knowledge of the office suite (Excel: intermediate level)
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French.

Place of work:	Kuujjuaq.
Salary:	Minimum: $44 511 annually; maximum: $75 701 annually (class 8).
Benefits:	Cost-of-living differential: minimum $8 500 annually. Food allowance: minimum $3 707 annually. Annual leave trips: maximum of 3 per person annually; Retirement plan: 6% employer; 4% employee. Group insurance. Vacation: 20 days annually. Statutory holidays: 19 days including 10 during the Christmas period.

Send your resume 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 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.