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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUJJUAQ (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

Temporary, full-time position

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: Kuujuaq
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., May 26, 2021, to:

Human Resources
Kativik Regional Government
P.O. Box 9, Kuujuaq Quebec 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.