



JOB OPPORTUNITY

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel. The KRG is currently seeking to recruit an energetic and motivated candidate to work in Kuujuaq in the capacity of:

Payroll and Finance Manager (Permanent, Full-time)

Reporting to the Director of Finance, the Payroll and Finance manager will be responsible for all the payroll operations and assist in the finance section. The responsibilities and duties of the Payroll and Finance Manager will include, without being limited to:

Payroll:

- Develop best practices to improve the efficiency of payroll processes.
- Ensure that payroll is processed timely and accurately in accordance with the organization's standards, internal controls, and collective agreements.
- Analyze payroll problems and provide appropriate resolutions.
- Manage all payroll activities in accordance with federal and provincial statutory regulations.
- Meet and collaborate regularly with the management payroll team of Ceridian, our payroll software provider.
- Research and resolve employee, manager and Finance or HR inquiries for payroll.
- Set up new jobs and job assignments as requested by HR.
- Submit amendments for tax form corrections as required.
- Review and audit payroll operations.
- Run and review payroll reports.
- Participate in the various payroll year-end procedures (banks and annual leave trips payout, production of T4 and T4A, RL- 31, etc.).

Finance:

- Work on special projects assigned by the Finance Director;
- Assist with the account payables when required;
- Participate in year-end audits and other reporting processes;
- Any other duties assigned by the Finance Director from time to time.

Requirements:

- Bachelor's degree in accounting, business administration or a related field;
- Certification as a Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM) with the National Payroll Institute is required;
- Excellent and accurate knowledge of Canadian and Quebec payroll regulations;
- Minimum of five (5) years experience in managing a payroll section and in accounting;
- Strong focus on customer service, both internal and external customers;
- Demonstrated leadership skills as well as strong analytical and problem-solving skills;
- Ability to work under tight deadlines and pressure;
- Proficient with Microsoft Suite and Dayforce from Ceridian. Knowledge of Sage ERP ACCPAC software is an asset;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French.

Place of work: Kuujuaq

Salary: Minimum \$95,579 and maximum of \$131,407

Benefits: Cost-of-living differential: minimum \$8,500 annually.
Food allowance: minimum \$4,216 annually.
Annual leave trips: maximum 3.
Group insurance.
Vacation: 30 days annually.
Statutory holidays: 20 days, including 10 during the Christmas period.



ᐅᑎᐱᑲ ᐅᐱᑦᑦᑦᑦᑦᑦᑦᑦ ᐅᑦᑦᑦᑦᑦᑦ
Administration régionale KATIVIK Regional Government
P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

Forward your résumé in English and French to:

Human Resources
Kativik Regional Government
P.O. Box 9,
Kuujuaq, Quebec, J0M 1C0
Email: humanresources@krq.ca
Fax: (819) 964-2975

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.