



## JOB OFFER

The Kativik Regional Government (KRG), a supramunicipal organization with jurisdiction over the Quebec territory north of the 55th parallel, is seeking candidates for the following position:

### **REGIONAL FINANCIAL AND ADMINISTRATIVE ADVISOR (PERMANENT FULL-TIME POSITION)**

Reporting to the Director of Legal, Socio-Judicial, and Municipal Management Department for the KRG, the Regional Financial and Administrative Advisor is responsible for providing technical assistance to the 14 Northern Villages (NV) in the areas of municipal management and finance. More specifically, the candidate will be responsible for the following tasks:

- Monitor and analyze the financial situation and annual results of the NVs, take necessary action, and make recommendations as needed;
- Assist the NVs in obtaining appropriate training (needs assessment and training delivery), using the funds allocated for training under the Technical Assistance Program, and reporting on the related activities;
- Participate in meetings of the Kativik Regional Employment and Training Committee to present NV training needs and projects;
- Provide training, where possible, and technical assistance on various issues, procedures, or new regulations affecting NV finances and accounting methods, and submit applications under various programs;
- Assist the NVs in managing their financial resources, including budget preparation and monitoring;
- Liaise between the KRG and the NVs regarding any funding agreements or projects between said organizations and between the NVs, regional organizations, and the Department of Municipal Affairs and Land Occupancy;
- Assist in preparing the agenda and developing the content for the annual meetings of the Association of Secretary-Treasurers of Nunavik and coordinate the KRG's participation in these meetings;
- Perform any other duties as requested by the Department Director.

### **REQUIREMENTS**

- A university degree in accounting, finance, or a related field, or relevant work experience;
- At least five years' relevant experience;
- Good oral and written communication skills in at least two of the following languages: Inuktitut, English, and French;
- Thorough knowledge of various accounting and management software (knowledge of SAGE is an asset);
- Excellent problem-solving, decision-making, and communication skills;
- Willingness and availability to travel to all of Nunavik's Northern Villages as well as outside the region;
- Previous work experience in a multicultural environment, preferably in Indigenous communities, will be considered an asset;
- Thorough knowledge of *Microsoft Office* and other relevant software.

**Location:** Inukjuak, Puvirnituq, Kuujuaaraapik, or Salluit

**Salary:** Minimum of \$60,074 and maximum of \$102,839 per year (Class 9).

**Benefits:** Cost-of-living allowance: minimum of \$8,500 per year;  
Food allowance: minimum of \$1,840 per year;  
Annual leave trips: maximum of 3 per person annually;  
Pension plan: 6.25% by employer, 4% by employee;  
Group insurance;  
Vacation: 20 days;  
Public holidays: 20 days, including 10 during the holiday season.



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

**Please send your resume in English before 5:00 p.m., September 26, 2025, to:**

**Human resources:**  
**Kativik Regional Government**  
**P.O. Box 9**  
**Kuujuuaq QC J0M 1C0**  
**Fax: 819-964-2975**  
**Email: [humanresources@krq.ca](mailto:humanresources@krq.ca)**

*The KRG is an equal opportunity employer. In accordance with this and with the James Bay and Northern Quebec Agreement, conditions may vary to promote the employment of Inuit applicants.*

*KRG will only contact applicants selected for an interview.*