



## JOB OPPORTUNITY

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55<sup>th</sup> parallel. The KRG is currently seeking to recruit an individual to work in the capacity of:

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

Under the supervision of the Director of the Legal, Socio-Judicial and Municipal Management Department the Regional Financial and Administrative Advisor is responsible for providing technical assistance to fourteen (14) Northern villages (NVs) in municipal management and financing. More specifically, the Regional Financial and Administrative Advisor will:

- Monitor and analyze the financial situation and the annual results of the NVs, make appropriate interventions and recommendations when needed;
- Assist the NVs in acquiring adequate training (needs and delivery) and in utilizing and reporting on the use of the training funds allocated under the Technical Assistance Program;
- Attend the meetings of the Kativik Regional Employment and Training Committee to present NVs training needs and projects;
- Provide training, when possible, and technical assistance on issues, procedures or new regulations that affect NVs financing and accounting practices and application to different programs;
- Assist the NVs in the management of financial resources, including budget preparation and follow-up;
- Act as liaison between the KRG and the NVs with regard to any funding or project agreement between the NVs and the regional organizations and the Ministère des Affaires municipales et de l'Occupation du territoire (MAMOT);
- Assist in the preparation of the agenda and content development of the Association of Secretary-Treasurers of Nunavik annual meetings and coordinate KRG's participation;
- Perform any other duties as required by the Department Director.

#### POSITION REQUIREMENTS:

- University degree in accounting, finance or another related field or exceptional relevant experience;
- Minimum of five (5) years of relevant experience;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Knowledge of various accounting and business software programs (knowledge of Simply Accounting is an asset);
- Excellent problem-solving, decision making and communication skills;
- Be willing and available to travel to all NVs in Nunavik and outside the region;
- Past work experience in a cross-cultural environment, preferably with native communities, will be considered as an asset;
- Proficient in Microsoft Office Suite as well as other relevant software.

**Place of work:** Nunavik  
**Salary:** Minimum \$60,074 and maximum \$102,839 annually (Class 9).  
**Benefits:** Cost-of-living differential: minimum \$8,500 annually.  
Food allowance: minimum \$1,840 annually.  
Annual leave trips: maximum 3 per person a year.  
Retirement plan: 6% employer; 4% employee.  
Group insurance.  
Vacation: 20 days annually.  
Statutory holidays: 20 days, including 10 during the Christmas period.

**Please forward your resume 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)**