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

JOB OPPORTUNITY (INTERNAL/EXTERNAL POSTING)

The Kativik Regional Government (KRG), a supra municipal body with jurisdiction over the territory located north of the 55th parallel, is looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

DIRECTOR – FINANCE

Reporting to the Treasurer, the Director, Finance plays a key role in strategic financial planning and decision-making within the organization. The Director, Finance is responsible for planning, organizing, managing and developing the Finance function of the KRG and for overseeing the payroll section. More specifically, the Director, Finance will;

- In collaboration with the Treasurer, plan, supervise and coordinate all activities of the finance function ensuring accuracy and compliance with applicable regulations, accounting standards and best practices;
- Oversee the activities of the Payroll section and ensure that accounting is accurate and up to date (reconciling payroll ledgers), confirming compliance with laws and regulations and managing employee compensation and benefits.
- Develop and implement annual objectives, follow-up and assess results;
- Manage departmental budget preparation and follow-up;
- Supervise the work of Finance Department employees and ensure required training is completed;
- Develop, update and implement financial policies and procedures;
- Review and coordinate the implementation of accounting procedures;
- Develop and implement the financial and accounting components of the department's information system, and participate in its continuous improvement;
- Maintain good communication among various client groups and stakeholders;
- Provide assistance to department directors and finance employees to ensure that financial responsibilities are properly understood;
- Oversee year-end audits;
- Draft periodic reports on programs, services and activities, related results, as well as human, financial and material resources management;

REQUIREMENTS

- Bachelor's degree in accounting or administration;
- Canadian CPA designation in good standing required;
- Minimum of seven (7) years of experience in accounting and finance, budgetary control in a large and complex organization, experience in municipal or public accounting will be considered an asset;
- Demonstrated experience in human resources management, experience in a unionized environment will be considered an asset;
- Experience in payroll management, a relevant certification will be considered an asset;
- Excellent analytical, planning and organizational skills;
- Strong interpersonal, leadership and communication skills;
- Experience in a multicultural environment considered an asset;
- Proficient with Microsoft Office Suite, experience with an ERP (Sage 300) and an HRIS/payroll system (Dayforce);
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;

Place of work:	Kuujuaq
Salary scale:	Min. \$126 995 yearly to Max \$174,625
Benefits:	Cost of living differential: Minimum of \$8 500/year Food allowance: Minimum of \$3 453/year Annual leave trips: Minimum of 3 RRSP: 8% employer Group Insurance Vacation: 30 days

