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

## JOB OPPORTUNITY

The Kativik Regional Government (KRG) is a supra municipal organization north of the 55<sup>th</sup> parallel with an important operating and infrastructure budget. We are currently looking for a highly energetic and motivated candidate to work in Kuujuaq, in the capacity of:

### ASSISTANT DIRECTOR FINANCE (PERMANENT, FULL-TIME)

Reporting to the Director of Finance, the Assistant Director Finance oversees tasks related to the management and follow-up of the KRG's centralized finance and accounting systems and processes. The selected candidate will have the following responsibilities:

- Communicate and disseminate information related to internal controls and procedures; ▪ Elaborate and provide remedial measures for existing procedures as is necessary; ▪ Recommend measures to resolve issues related to work methods/processes and to the accounting system while striving to improve work processes, including cost savings and effectiveness;
- Ensure best practices on the implementation of procedures as well as proper training and follow-up;
- Assist employees in applying procedures and controls;
- Supervise accounts payable and receivable operations and support these sections on a day to day basis with an ability to roll up her/his sleeves and be proactive; ▪ Review accounts receivable monthly sub-ledger and ensure proper follow-up; ▪ Ensure the issuance of monthly budget variance reports;
- Assist in the preparation of audits;
- Oversee month end and year end closing activities for all aspects of accounting, including GL accounts, accounts payable reconciliations, accrual postings and analysis; ▪ In collaboration with the Director, analyse and implement the auditor's recommendations ▪ Maintain and update the training plan for the Finance department employees; ▪ Coordinate timekeeping and payroll systems as well as support daily payroll operations.

### QUALIFICATIONS:

- A Bachelor's degree in Accounting or in a related field;
- CPA designation required;
- A minimum of five (5) years of experience in accounting and finance, experience in municipal accounting is considered an asset;
- A demonstrated ability to transfer knowledge and expertise in the field of accounting; ▪ Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Proficient with Microsoft Office Suite; knowledge of Sage Accpacc and Ceridian considered an asset;
- Excellent interpersonal skills and a demonstrated ability to build and support strong teams.

**Place of work:** Kuujuaq

**Salary scale:** Minimum \$93,551/year; maximum \$128,633/year

**Benefits\*:** Cost of living differential: Minimum of \$8 500/year Food allowance: Minimum of \$3 707/year

Annual leave trips: maximum of 3 per person annually;

RRSP: 7.5% employer

Group Insurance

Vacation: 30 days

Statutory Holidays: 19 days including 10 during Christmas holidays

Please send your resume before April 18, 2023, at 5:00 p.m. to:

**Human Resources**

**Kativik Regional Government**

**P.O. Box 9**

**Kuujuaq, Québec 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*

*Québec Agreement, conditions may vary to promote the employment of Inuit candidates.*

*Only candidates selected for an interview will be contacted.*