

- Providing valuable support to the Director of Finance in carrying out analyses with financial and economic implications, which lead to informed decision-making.
- Participating in the organization's administrative, financial and accounting management, particularly with regard to budgets, financial reports, treasury, revenue management and the preparation of financial statements.
- Assisting in the preparation of operating and capital budgets.
- Contributing to the development or updating of internal administrative policies.
- Ensuring stringent budgetary follow-up with all departments. Monitoring and analyzing operational results against budget and reporting to the Director of Finance.
- Keeping books and financial transactions in compliance with applicable laws, regulations, standards and policies.
- Participating in financial results analyses based on budget forecasts and explaining any variances to the Director of Finance.
- Ensuring the compliance of all accounting activities as well as the integrity of financial information and data within the framework of internal controls and external audits.
- Supervising and guiding the work of employees under one's supervision as part of a smooth working environment.

Specific responsibilities:

General administration:

- Reconciling different bank accounts and carrying out the necessary research into unreconciled transactions.
- Opening accounts with financial institutions, government agencies and suppliers, as required for the proper operation of the KMHB.
- Following up on the employment program of the Kativik Regional Government (KRG) and the *Société d'habitation du Québec* (SHQ) as well as on the student program of the Canada Mortgage and Housing Corporation (CMHC).
- Maintaining the Finance Department's filing system in accordance with the SHQ's requirements.
- Preparing various monthly and annual financial reports as requested by the Director of Finance.
- Gathering information to prepare the annual budget and cash flow budget.
- Reviewing/performing tax reports (GST/QST), payroll, various financial reports intended for the SHQ and other authorities, taxation, accounts payable, etc.

Given the organization's mission and activities, the successful candidate will work closely with the Client Services department to ensure better monitoring of rents, enabling the organization to keep rental costs competitive, maintain its housing stock in good condition, meet its commitments to clients and third parties, and ensure the sustainability of its stock.

Accounts receivable and rent:

- Reviewing, assessing and approving invoices addressed to clients, accompanied by the appropriate supporting documents, before sending them out.
- Reviewing and approving monthly rental statements.
- Following up with clients regarding arrears and non-payment of their accounts.
- Reviewing and processing payments received in the accounts receivable module.
- Reviewing accounts receivable and rents, in collaboration with the Director of Client Services, in order to complete the monthly accounts receivable list and make any necessary adjustments.

Accounts payable:

- Reviewing and approving the accounts payable module on a monthly basis.
- Reviewing and reconciling GST and QST on a quarterly basis.
- Producing quarterly GST and QST reports (due dates are January 31, April 30, July 31 and October 31).
- Performing accounts payable activities and preparing various monthly or annual reports, as required.

Payroll:

- Handling the employee payroll, following up on files with CNESST, managing group insurance and the pension plan, and producing the resulting reports and statements.

Audit:

- Preparing the audit file to be submitted to the external auditors for their review of the financial statements.
- Compiling information on accrued expenses and reviewing and preparing the list of accrued expenses at year-end.
- Analysing and reconciling selected accounts payable and matching them to subsequent payments.
- Performing any other related duties as requested by the Director of Finance, Director General or municipal council. Where required, the incumbent may be called upon from time to time to replace the Director of Finance on various committees.

Profile sought**Education:**

- University degree in finance, accounting, business administration or another relevant field.
- Any combination of education and experience will be considered.
- Master's degree in business administration (an asset).
- Membership in the *Ordre des comptables professionnels agréés du Québec* (CPA) is an asset, or currently in the process of obtaining it, or a certified member of a professional accounting organization.

Qualifications:

- Five (5) to eight (8) years' experience in a similar position, including three (3) years as a team manager.
- In-depth knowledge of accounting laws and standards (an asset).
- Work experience in a municipal housing bureau (an asset).
- Proficiency in the Microsoft Office suite of programs, with particular ease using Excel.
- Knowledge of the COGI software (an asset).
- Bilingualism (French and English), both spoken and written, is highly desirable. However, the organization may choose to hire a unilingual anglophone, provided this person subscribes to a full French immersion program. Knowledge of Inuktitut is an asset.

Skills and Abilities:

- Leadership. Vision.
- Team spirit.
- Strategic, operational, decision-making, and organizational skills.
- Self-reliance.
- Thoroughness. Diligence. Detail-oriented.
- Maturity and understanding.
- Client-focused.
- Ability to analyze issues, relationships and impacts for optimal decision-making.
- Strong communication and interpersonal skills.
- Ability to analyze the internal and external environment. Keen sense of judgement.
- Problem-solving skills.
- Team player.
- Humbleness.
- Modesty.
- Open-minded.

Working conditions:

- Permanent position.
- Thirty (35) hours weekly.
- Salary up to \$107,818.00 (depending on training and relevant work experience, which will be evaluated according to specific criteria).
- Cost-of-living allowance and cargo allocation based on the incumbent's personal and family situation.

- Five (5) weeks' vacation, 15 statutory holidays, plus the possibility of two (2) additional weeks for banked time, as well as two (2) additional weeks of special leave.
- Twelve (12) days of sick leave.
- Unused banks of vacation, statutory holidays, additional weeks and sick leave can be redeemed for cash at the end of the year.
- RRSP: 7% employer / 4% employee.
- Group insurance plan (Blue Cross): available upon hiring (50% employer / 50% employee).
- Professional association and continuing education fees are covered.
- The position entails up to five (5) scheduled home returns, based on the employee's personal and family situation, and on a predetermined transportation budget.
- Fully furnished, including utilities, at an attractive rate, according to the employee's needs (depending on the family situation).
- Work arrangements: face-to-face.

Interested candidates are encouraged to submit their resumes by October 17, 2023, 4:00 p.m., via email to lyne.barbeau.humanituderh@outlook.com

We would like to thank all applicants for their interest. Only those candidates selected for an interview will be contacted.

Employment Equity

This organization is an equal opportunity employer that operates an equal employment opportunity program for women, Natives, visible minorities, ethnic minorities, and persons with disabilities.