



<b>POSITION:</b>	<b>ASSISTANT DIRECTOR</b>
<b>DEPARTMENT:</b>	<b>FINANCE</b>
<b>SALARY:</b>	<b>FROM \$95,429 TO \$127,235 DEPENDING ON EXPERIENCE AND QUALIFICATIONS</b>
<b>COMPETITION NUMBER:</b>	<b>ADFIN2305-01</b>
<b>LOCATION:</b>	<b>MONTREAL</b>
<b>STATUS:</b>	<b>FULL-TIME REPLACEMENT</b>
<b>DURATION:</b>	<b>FROM JUNE 2023 UNTIL APRIL 2024, WITH THE POSSIBILITY OF EXTENSION</b>

*Kativik Iisarniliriniq (KI) is a school board offering educational services in the 14 communities of Nunavik.*

**FUNCTION & DUTIES:**

Under the supervision of the Director of Finance, the position of Assistant Director includes the responsibility for the coordination of one or more programs and activities pertaining to budget management, financial systems management, preparation and standardization of financial statements, accounting, treasury management and supervision of internal financial controls.

The Assistant Director provides, within their field of responsibilities, advice and functional expertise services to the school board’s administration employees to favor the optimal management of the Finance department. In addition, the function includes the following responsibilities:

- Participate in developing the objectives and strategies of the school board dealing with financial resources for which the incumbent is responsible and, where applicable, collaborate with other staff members in determining the annual action plan;
- Participate in developing policies and programs and ensure that the administrative procedures relating to the financial resources management of the school board are implemented;
- Participate in devising and developing accounting and financial systems;
- Participate in preparing the budgetary forecasts and the budget and in devising systems, methods and procedures for budget and financial control;
- Coordinate the preparation of financial statements of all types;
- Supervise the accounting and financial operations of all the administrative units;
- Ensure that the school board benefits from the maximum revenue available from ministries and other subsidizing organizations;
- Coordinate the planning and management activities associated with school taxes;
- Contribute, where applicable, to the development of decentralization mechanisms for financial management;
- Coordinate the creation, implementation and improvement of financial resources management tools adapted to the needs of the institutions and other administrative units;
- Support, as required, the administrators of the school board by providing them with pertinent information;
- Supervise and evaluate the staff under his or her responsibility;
- Assist the Director and advise the other directors of services or institutions on all matters pertaining to Finance;
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

**QUALIFICATIONS:**

- Undergraduate degree in a relevant field of study certifying a minimum three-year university program or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications;
- Six (6) years of relevant experience.

*The Board may, at its discretion, waive any or all of the afore-mentioned qualification requirements if it finds a suitable candidate who is a beneficiary of the James Bay and Northern Québec Agreement and who accepts, as a condition of employment, to follow a training plan determined by the Board.*

**REQUIREMENTS:**

- Fluency in two (2) of the three (3) official languages of KI (Inuktitut, English and French);
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget;
- Prepare and monitor the budget for his or her sector of activity;
- Excellent management and organizational skills in order to create an efficient work environment.
- Initiative;
- Knowledge of Nunavik and the Inuit culture is an asset.

**CLASSIFICATION / SALARY / BENEFITS:**

Class 9\* as per the KI working conditions of managers: from \$95,429 to \$127,235 annually depending on qualifications and experience. All benefits are prorated based on the percentage of the task.

<p><b>In addition to salary, you <u>may</u> be eligible to benefits such as:</b></p> <ul style="list-style-type: none"> <li>• 30 days paid vacation</li> <li>• Up to 10 paid recuperation days</li> <li>• 2-week paid holiday period</li> <li>• Free parking</li> <li>• Employee and Family Assistance Program</li> <li>• Career development opportunities</li> <li>• Hybrid work schedule</li> </ul>	<p><b>and, when applicable, other benefits such as:</b></p> <ul style="list-style-type: none"> <li>• Summer schedule</li> <li>• Northern premium</li> <li>• Food transportation allocation</li> <li>• Paid relocation benefits</li> <li>• Retention and attraction premium</li> <li>• Up to three (3) round trips to and from Nunavik</li> </ul>
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DEADLINE FOR APPLICATION: June 8<sup>th</sup>, 2023, at 4 PM

To apply:

- 1) Visit our career website (<https://career.kativik.qc.ca/>) and click on “*Apply*”, OR
- 2) Send your CV to [applications@kativik.qc.ca](mailto:applications@kativik.qc.ca) and indicate **ADFIN2305-01** in the subject of the e-mail.

***Only those candidates under consideration will be contacted.***