



POSITION:	OFFICE AGENT CLASS I (ACCOUNTS PAYABLE)
DEPARTMENT:	FINANCIAL RESOURCES DEPARTMENT
COMPETITION NUMBER:	AG1FINCP1909-01
LOCATION:	MONTREAL
STATUS:	FULL-TIME REGULAR POSITION
STARTING DATE:	SEPTEMBER 2019

Kativik Ilisarniliriniq is a school board offering educational services in the 14 communities of Nunavik.

FUNCTION & DUTIES:

Under the supervision of the Assistant Director of Financial Resources, the Office Agent Class I for Accounts Payable carries out the following tasks:

- Receive, transfer, check the purchase orders and reconcile them with the delivery orders;
- Match invoices with the respective delivery orders and purchase orders and check the invoiced items: quantity, cost and payment;
- Contact, if applicable, the resource-persons and/or vendors for data clarification or adjustment;
- Post invoices accurately and enter them into the accounting system;
- List the invoices for hotels and Visa cards and ensure that they have the correct charge code;
- Stamp and distribute the department's mail;
- File and archive the department's documents;
- Print, verify, codify and issue accounts payable cheques as required;
- Order office items for the financial services;
- Perform any other related tasks.

QUALIFICATIONS:

Secondary 5 and one year experience in accounts payable.

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

REQUIREMENTS:

- Fluency in two of the Board's three official languages (French, English, Inuktitut).
- Accounting basics.
- Experience in computer data entry using an accounting software program.
- Intermediate knowledge of spread sheet software, such as Excel.
- Good analytical mind and attention to details.
- Autonomous and resourceful.
- Some knowledge of the standards related to the application of GST and QST.

WORK SCHEDULE: 35 hours/week from Monday to Friday

CLASSIFICATION / SALARY / BENEFITS:

In accordance with the AENQ collective agreement for support staff: from \$20.76 to \$23.22 an hour depending on qualification and experience.

In addition to salary, you may be eligible to other benefits such as:

- 20 days of annual vacation
- 2 weeks of vacation during Holiday season

and, when applicable, other benefits such as:

- Summer schedule
- Housing
- Southern allowance
- Social trips
- Food cargo

All benefits are prorated based on the percentage of the task.

DEADLINE FOR APPLICATION IS: 4:00 pm, September 18th, 2019

SEND APPLICATION BY EMAIL TO:

soutien@kativik.qc.ca

You must indicate AG1FINCP1909-01 in the subject of the e-mail.

**Human Resources
Kativik Ilisarniliriniq**

Only those candidates under consideration will be contacted.

**The School Board reserves the right to submit the candidates to various tests intended to establish their skill level.*