



MANAGEMENT POSITION: DIRECTOR OF FINANCE & ADMINISTRATION

TAQRAMIUT NIPINGAT INC. (TNI), the Inuit Radio and Television of Nunavik.

Summary

Reporting to the Director General, the Director of Finance & Administration is responsible for all accounting and administrative tasks for Taqramiut Nipingat Inc. (TNI) and Taqramiut Productions Inc. (TPI) in accordance with established policies and procedures.

The main responsibilities of the Director of Finance & Administration are to ensure sound operations of all:

- Financial, administrative and accounting activities of the corporations;
- Asset management;
- Annual audit of the corporations;
- Budget planning in collaboration with the Director General and department heads;
- Personnel and payroll;
- Policies and procedures;
- Systems and software: Sage 50 Premium Accounting, Pyramid TimeTrax, Log Me In, Microsoft Office 365.

Qualifications

Member in good standing of the CPA.

A minimum of 2 years' experience in finance and administration. Experience in a not-for-profit organization an asset.

Ability to communicate (orally and in writing) in French and English. Knowledge of Inuktitut an asset.

Salary and Benefits

- Dorval-based position
- Salary and benefits in accordance with existing working conditions

Please submit your resume before November 20, 2023 at 5:00 PM to:

Julie Grenier
Director General
Taqramiut Nipingat Inc.
455 boulevard Fénelon, Suite 304
Dorval, Quebec H9S 5T8
jgrenier@taqramiut.qc.ca