

# Mohawk Council of Kahnawake

P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

*'Isi Nīkaió 'tenfiseró:tens Ne Onkweshón:'a Rotiio'tens***HUMAN RESOURCES UNIT**

Tel.: (450)632-7500

Fax: (450)638-5958

Website: [www.kahnawake.com](http://www.kahnawake.com)

<b>Job Title:</b>	Financial Controller
<b>Division:</b>	Finance
<b>Reports To:</b>	Director of Financial Services
<b>Name of Incumbent:</b>	
<b>Purpose:</b>	At the direction of the Director of Financial Services, is responsible for day-to-day financial management and full cycle accounting functions, including reporting and financial analysis. Contributes to Kahnawake's short and long-term financial planning by developing and implementing financial control, policy and procedures. Assists the Director of Financial Services by providing technical support and advisory expertise in the areas of financial analysis, reporting and budgeting.
<b>Cultural Identity Attributes:</b>	A logical, systematic individual working in a specialized or technical area of business that enjoys challenging situations and has a strong desire to achieve results. Is analytical, accurate, self-reliant, inquisitive and a self-starter. A firm and assertive style is expected. Possesses a high degree of integrity.
<b>Roles &amp; Responsibilities</b>	
<b>Conducts Finance and Accounting program evaluations, budget analysis and develops recommendations for improvement;</b>	
<ul style="list-style-type: none"> <li>• Works closely with all members of the accounting department to improve the processes, accuracy and efficiency of the department;</li> <li>• Analyzes current financial and operational procedures/policies, identifies risk factors and areas in need of improvement;</li> <li>• Develops budget projections in conjunction with Finance team and performs program budget analysis as needed.</li> </ul>	
<b>Performs high level accounting functions and produces financial reports in compliance with established standards;</b>	
<ul style="list-style-type: none"> <li>• Ensures financial reporting and procedural compliance with federal and provincial regulatory standards and GAAP;</li> <li>• Researches and keeps abreast of any changes in reporting requirements and ensures compliance;</li> <li>• Performs month end closing procedures on assigned financial statement items;</li> <li>• Prepares various financial reconciliations and remittances;</li> <li>• Assists with the preparation of monthly internal and external financial reporting packages;</li> <li>• Monitors MCK's financial position and produces annual, monthly and weekly reports;</li> <li>• Coordinates the year-end audit process including the review and/or preparation of working papers, schedules, analysis and other required documentation.</li> </ul>	



**Develops recommendations and implementation plans for improvements to financial controls, policies and processes;**

- Evaluates and recommends improvements to the accounting systems to improve internal controls and efficiencies;
- Ensures risks are managed with appropriate internal controls;
- Ensures financial and accounting policies and procedures are kept current and are being adhered to;
- Analyzes and makes recommendations to improve financial controls as needed;
- Monitors relevant financial industry standards and trends, ensures MCK financial systems and controls are compliant.

**Provides technical support and advisory expertise to the Director of Financial Services;**

- Assists in analyzing program and project budget variances as needed;
- Assists in the development of the annual budget, including forecasting of revenues and expenses;
- Assists in development and maintenance of effective financial operations, systems and procedures
- Assists in the preparation, development and monitoring of key performance indicators for operational and corporate overview.

***The statements herein reflect general details to describe the principle functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.***

**Decision Making Authority:**

- Decides on appropriate mechanisms to conduct financial assessments and audits
- Decides on appropriate mechanisms to conduct financial compliance reviews
- Determines research and consultation requirements for financial control changes
- Decides on continuous improvement and corrective measure requirements
- Has decision making authority over financial assessments and audits
- Decides on need for internal financial audits and standards
- Decides on feasibility, risk and mitigation strategies for financial assessments and audits

**Accountability**

- Participates in financial management problem solving in conjunction with the MCK Finance team;
- Scrutinizes accuracy of information contained in financial statements, reports and agreements;



- Upholds the financial integrity of the Mohawk Council of Kahnawà:ke;
- Ensures Generally Accepted Accounting Principles are implemented and adhered to;
- Ensures the continuous improvement of the organization through evaluation and implementation of financial policy and procedures;
- Assists in the preparation and management of a balanced global budget for the Organization;
- Deals with internal and external clients in a tactful, discrete and courteous manner;
- Maintains confidentiality;
- Adheres to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

### Education & Experience

- Master's degree in Business Administration with a CPA or CAFM designation, plus three (3) years financial management experience;  
OR
- Bachelor's degree in Commerce or Business Administration and a CPA or CAFM designation, plus five (5) years financial management experience.

### Specific Skill Sets

- Strong knowledge of generally accepted accounting principles and theories;
- Strong knowledge of accounting and financial control systems and procedures;
- Sound knowledge of financial analysis, planning and forecasting techniques;
- Ability to develop and implement policy, procedures and financial systems;
- Strong analytical, organizational and time management skills;
- Excellent interpersonal and communication skills;
- Ability to work effectively both independently and as part of a team;
- Sound judgement and decision making ability;
- Ability to work under pressure and meet deadlines;
- IT background with working knowledge of SAGE AccPac and other accounting software;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

### Working Environment

- Five day work week and normal office environment;
- Occasional overtime and weekend work;
- Occasional travel;
- Normal stress and productivity pressure associated with managing the Community's finances in conjunction with the MCK Finance team.

STRENGTH

PEACE

UNITY

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Competencies					
Self-Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
Intermediate	Mastery	Mastery	Mastery	Intermediate	
Adaptability	Planning and Organizational Knowledge	Leadership	Language & Culture		
Intermediate	Mastery	Core	Core		
<p><b>Commitment Statement</b></p> <p>I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.</p>					
Employee's Signature: _____					
Supervisor's Signature: _____					
Performance Management & Compensation Coordinator: _____					