

STRENGTH

PEACE

UNITY

# Mohawk Council of Kahnawake



P.O. Box 720  
Kahnawake Mohawk Territory J0L 1B0

*Tsi Nikaio 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**

Tel.: (450)632-7500

Fax: (450)638-5958

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

## Job Description

GENERAL INFORMATION	
<b>Job Title:</b>	Purchasing Clerk #SSII 4
<b>Division:</b>	Finance & Administration, Finance, Accounting
<b>Date of Job Description:</b>	October 2008
<b>Terms:</b>	Indeterminate
<b>Job Reports To:</b>	General Manager of Accounting

THE INCUMBENT	
<b>Name of Incumbent:</b>	Carol Two-Axe
<b>Date of Hiring:</b>	
<b>Name of Supervisor:</b>	

GENERAL JOB DESCRIPTION
Under the supervision of the General Manager of Accounting, is responsible to provide accounting services to the Accounting department.

RESPONSIBILITIES	TASKS
To organize and administer the Mohawk Council of Kahnawake (MCK) purchasing service.	<ul style="list-style-type: none"> <li>➤ Interprets and enforces internal Purchasing Policy &amp; Procedures and verifies and prepares invoices for payment;</li> <li>➤ Issues Purchase Order numbers to designated employees in accordance with the MCK Purchasing Policy and Procedures;</li> <li>➤ Maintains and updates Purchase Order database on a daily basis;</li> <li>➤ Advises employees and performs follow up of outstanding Purchase Orders;</li> <li>➤ Upon receipt of invoices, verifies accuracy, ensures the purchase order number is recorded and items purchased match details provided by purchaser;</li> <li>➤ Maintains and updates file of authorized signatories and spending limits;</li> <li>➤ Ensures that signers are within allocated spending limits;</li> <li>➤ Investigates inconsistencies, makes adjustments where necessary and notifies parties affected;</li> <li>➤ Ensures that all suppliers respect the tax exemption status of</li> </ul>

	<p>the MCK;</p> <ul style="list-style-type: none"> <li>➤ Calculates and processes any applicable purchasing discounts;</li> <li>➤ Processes, copies and distributes invoices to the appropriate Departments and files accordingly;</li> <li>➤ Verifies the accuracy of all approved invoices, ensures proper coding to the General Ledger and forwards invoices for payment;</li> <li>➤ Modifies, voids or stops payment on Purchase Orders when necessary as directed by Purchaser;</li> <li>➤ Ensure Purchase Order Database is closed at the end of each fiscal year and ready for entries of new fiscal year;</li> <li>➤ Responds to supplier and Program Manager inquiries regarding purchases;</li> <li>➤ Advise MCK personnel of fiscal year end deadline to obtain Purchase Orders.</li> </ul>
<p>To perform other accounting related duties.</p>	<ul style="list-style-type: none"> <li>➤ Ensures an accurate and efficient accounting and financial control service is maintained and conducted according to established procedures;</li> <li>➤ Acts as a replacement to accept payments on behalf of the Cashier Clerk once a week during the lunch hour rotation;</li> <li>➤ Maintains an updated filing and record system of processed invoices;</li> <li>➤ Photocopies all fuel invoices and fuel tickets;</li> <li>➤ Prepares charges for the MCK fuel usage and properly codes to the General Ledger;</li> <li>➤ Photocopies all major acquisition invoices for the Capital Asset file;</li> <li>➤ Compiles files and arranges for files to be archived as necessary;</li> <li>➤ Maintains and updates tracking of Bell and Hydro invoices using Excel;</li> <li>➤ Assists other Accounting Department team members and contributes to the team effort by accomplishing related tasks to ensure an efficient Accounting Department.</li> </ul>
<p>To assist with preparation of annual audit activities.</p>	<ul style="list-style-type: none"> <li>➤ Assists the Accounting Department through maintaining records in a manner that facilitates the work of the auditors;</li> <li>➤ Acts as a resource and contact person for auditor queries in explaining current MCK accounting practices and procedures;</li> <li>➤ Provides specified accounting reports for annual audit and retrieves cheque/supporting documentation for audit review.</li> </ul>
<p>To be cross-trained and fully functional in all accounting department clerical and administrator</p>	<ul style="list-style-type: none"> <li>➤ Develops realistic training plan with timeframes in consultation with General Manager of Accounting;</li> <li>➤ Ensures time is set aside from regular work duties to actively pursue and provide training in other position(s);</li> <li>➤ Keeps up to date on any changes to positions and ensures</li> </ul>

positions.	capability to perform all tasks: ➤ Acts as a replacement when necessary.
➤ Performs any other duties as directed by the immediate supervisor.	

<b>ACCOUNTABILITY</b>	
<ul style="list-style-type: none"> <li>➤ To ensure purchasing services are in accordance with Generally Accepted Accounting Principles;</li> <li>➤ To ensure accurate and efficient accounting and financial controls;</li> <li>➤ For adequate preparation of annual audit;</li> <li>➤ To maintain accurate files and records;</li> <li>➤ To deal with internal and external clients in a tactful, discrete and courteous manner;</li> <li>➤ Accountable to maintain confidentiality;</li> <li>➤ To adhere to the MCK Administration Manual – Personnel Policy and Kanien’keha language initiatives.</li> </ul>	

<b>QUALIFICATIONS</b>	
<b>Education and Experience Required</b>	<ul style="list-style-type: none"> <li>➤ DEP in Accounting/Bookkeeping, plus one (1) year relevant experience;</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>➤ High School Diploma, plus three (3) years relevant experience.</li> </ul>
<b>Skills Requirements</b>	<ul style="list-style-type: none"> <li>➤ Exceptional knowledge and skills relating to bookkeeping and accounting processes and systems;</li> <li>➤ Understanding of the Mohawk Council of Kahnawake operations, procedures and expenditure policies is requisite;</li> <li>➤ Ability to multitask and maintain attention to detail;</li> <li>➤ Excellent organizational, efficiency and word processing skills;</li> <li>➤ Superior oral and written communication skills;</li> <li>➤ Exceptional knowledge of AccPac and Excel;</li> <li>➤ Ability to deal with clients in a tactful, discrete and courteous manner;</li> <li>➤ Ability to communicate in the Kanien’keha and French languages is an asset,</li> <li>➤ Willingness to learn Kanien’keha language is required.</li> </ul>

---

THE IMMEDIATE SUPERVISOR

---

THE INCUMBENT

---

DIRECTOR OF HUMAN RESOURCES