

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake

P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

Tsi Nîkaió'tenhséró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION:

General Accounting Clerk, Accounting, Finance

DURATION:

Fixed-Term, Full-Time (52 weeks)

Six (6) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

\$824.63 to \$931.50 Per Week

Hours of Operation

8:30 a.m. to 4:00 p.m.

Hours per week

37.5 hours per week

DEADLINE FOR APPLICATION:

Friday, March 22, 2024 - 4:00 p.m.

REQUIREMENTS:

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE
DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.**

- ✓ Applicant Check list
- ✓ Letter of intent
- ✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website:
www.kahnawake.com/jobs

- **Please ensure applications are submitted complete as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **A preference will be given to Aboriginal candidates.**



Job Title:	General Accounting Clerk
Division:	Finance Unit
Reports To:	General Manager of Accounting
Name of Incumbent:	TBD
<p>Purpose: Under the supervision of the General Manager of Accounting, is responsible to provide support to the Accounting Department of the Mohawk Council of Kahnawake (MCK).</p>	
<p>Cultural Identity Attributes: A self-disciplined, logical, compliant, individual that is accurate and detailed in approach. A systematic individual who enjoys challenging situations and has a strong desire to achieve results. Is organized, dependable, and self-reliant.</p>	
<p style="text-align: center;">Roles & Responsibilities:</p>	
<p>To provide support to the Accounting Department functions</p> <ul style="list-style-type: none"> • Greets all internal and external clients, resolves issues, provides information, and responds to inquiries; • Provides support to the Accounts Payable function; • Provides support to the Accounts Receivable function; • Provides support to the Purchasing function; • Provides support to the Cashier function; • Provides support to the Manager function; • Performs data entry; • Records, verifies, and balances functional transactions; • Sorts, files, and organizes functional documents; • Prepares journal entries; • Adheres to all audit requirements; • Ensures all aspects of the General Accounting Clerk function are processed, tracked, monitored, and controlled accurately and accordingly; • Enforces policy; • Investigates discrepancies; • Produces reports, as required. 	



To perform other accounting-related duties

- Assists with maintaining Accounting Department records that facilitate audit requirements;
- Acts as a resource to respond to audit inquiries;
- Prepares audit requirements to ensure accessibility and availability;
- Downloads and distributes statements, reports, and documents;
- Prepares journal entries;
- Performs data entry;
- Performs various reconciliations;
- Prepares, maintains, and distributes various spreadsheets;
- Prepares, maintains, and tracks various spreadsheets;
- Scans, e-mails, and distributes documents to other MCK units;
- Produces reports, as required;
- Investigates discrepancies;
- Adheres to all audit requirements;
- Enforces policy;
- Assists Accounting Department team members and contributes to the team effort;

To be cross-trained in Accounting Department functions

- Undergoes training to be fully functional in Accounting Department positions;
- In consultation with immediate supervisor, develops training plan with timeframes;
- Ensures time is planned to actively pursue and provide training in other positions;
- Keeps up-to-date changes in Accounting Department positions and ensures capability to perform all tasks;
- Assumes responsibilities of other accounting department positions as required;

Decision-Making Authority:

- Determines the accuracy and completeness of the processes performed;
- Determines the appropriate problem-solving techniques to best approach a situation;
- Determines the prioritization of work assignments to ensure deadlines are adhered to.

Accountability:

- To provide a positive customer experience with fair, friendly, and courteous service;
- To oversee with accuracy and diligence the general accounting function;
- To ensure accurate and efficient accounting and financial controls are maintained according to established procedures;



- To ensure that journals are balanced;
- To prioritize duties based on scheduling needs and busy periods to ensure maximum efficiency;
- To maintain a safe and clean working environment by complying with policies and procedures;
- To conduct business with internal and external clients in a tactful, discreet and courteous manner;
- To maintain confidentiality;
- To adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

Education & Experience:

- DEP in Accounting or Secretarial Studies, plus one (1) year relevant experience;
- OR
- High School Diploma, plus three (3) years relevant experience.

Knowledge, Skills, Abilities, and Other Attributes:

- Knowledge of bookkeeping and financial control processes and systems;
- Knowledge of Generally Accepted Accounting Principles (GAAP);
- Advanced knowledge of Word, Excel, Microsoft Office applications and the ability to learn various computer programs;
- Familiarity with accounting & financial software (i.e. SAGE, AccPac, Adaptive Insights and The Exceptional Assistant (TEA) and other accounting software);
- The ability to multitask and maintain attention to detail;
- Excellent organizational, word processing, and Excel skills;
- Excellent customer service skills;
- Excellent oral communication skills;
- Sound written communication skills;
- Ability to deal with clients in a tactful, discreet, and courteous manner is essential;
- Comprehensive knowledge of Mohawk Council of Kahnawake's general office operations and procedures;
- 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 (5) day work week;
- Normal office environment;



- Moderate stress due to tight deadlines and workload;
- Occasional overtime.

Competencies:

Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
Core	Intermediate	Core	Core	Intermediate	
Adaptability	Planning and Organizing	Leadership	Language & Culture		
Core	Intermediate	Core	Core		

Commitment Statement:

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.

Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Performance Management Administrator's Signature: _____