



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION: Director of Financial Services, Finance Unit

DURATION: Indeterminate, Full-Time
Twelve (12) Month Probation Period

DESCRIPTION: See Attached Job Description

SALARY: \$1,848.00 to \$2,494.40 Per Week
Hours of Operation 8:00 a.m. to 4:00 p.m.
Hours per week 40 hours per week

DEADLINE FOR APPLICATION: Thursday, November 28, 2024 - 4:00 p.m.

REQUIREMENTS: ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

- ✓ Applicant checklist
- ✓ 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 complete applications are submitted as requested. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Aboriginal candidates.
- When adding attachments please use PDF format. Any other formats may be blocked from our system.



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RONWATIIO'TÉNHSÉ RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Director of Financial Services
Division:	Finance Unit
Reports To:	Executive Financial Officer (EFO)
Date of Job Description:	November 2024
<p>Purpose:</p> <p>The Director of Finance is responsible for overseeing financial planning and analysis functions and maintaining strong internal controls. This role involves managing all financial operations, including budgeting, forecasting, cash flow management, financial reporting, and financial systems oversight.</p> <p>The Director will work closely with the Executive Financial Officer (EFO) to deliver actionable insights and support strategic decision-making.</p>	
Roles & Responsibilities	
<p>To oversee and guide financial management functions.</p> <ul style="list-style-type: none"> • Lead the annual global budgeting and forecasting processes, ensuring alignment with strategic goals and political priorities. • Oversee monthly, quarterly, and annual financial reporting processes, ensuring accuracy and timeliness. • Monitor key financial metrics and provide insights to the executive team. • Collaborate with the EFO to develop long-term financial strategies aligned with the organization's vision. • Ensure compliance with accounting standards, legal regulations, and organization policies. • Oversee month-end, quarter-end, and year-end closing processes, ensuring accuracy and adherence to reporting timelines. • Manage the preparation of financial statements and audit process, coordinating with external auditors. • Establish, implement, and maintain internal financial controls to safeguard company assets and ensure accurate financial records. • Develop and enforce financial policies and procedures to ensure operational and financial compliance. • Manage relationships with financial institutions and develop strategies for optimal cash management. • Acts as the primary representative with third-party organizations and funding agencies/sponsors. 	



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To manage all aspects of internal and external financial agreements.

- Is the trustee of financial (funding) records management.
- Ensures adherence to funding requirements on all government funding.
- Establishes retention standards for financial records.
- Supervises community organizations' agreements.

Leadership and operational management of the Finance Unit.

- Develop and implement strategic plans and objectives for the unit in alignment with the organization's overall goals and mission.
- Set performance targets and key performance indicators (KPIs) for the unit, ensuring these align with broader organizational objectives.
- Oversee the day-to-day operations of the unit, ensuring efficiency, productivity, and quality in all activities.
- Develop, implement, and refine operational processes, procedures, and policies to enhance the unit's effectiveness.
- Ensure compliance with all relevant regulations, standards, and organizational policies.
- Prepare, manage, and monitor the unit's budget, including forecasting expenses and allocating resources effectively.
- Lead and manage the unit's staff, including recruitment, training, development, and performance evaluation.
- Foster a positive and productive work environment, promoting teamwork, collaboration, and professional growth.
- Serve as the primary point of contact for the unit, representing its interests and activities within the organization and to external stakeholders.
- Collaborate with other units, departments, and external partners to achieve common goals and enhance overall organizational performance.
- Communicate effectively with stakeholders, including senior management, clients, and community members as required, to provide updates, reports, and information on unit activities.

The statements herein reflect general details to describe the principal 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.

Education & Experience

- Bachelor's Degree in Commerce with a major in Accounting and CPA designation, plus five (5) years of relevant experience.

Knowledge, Skills, Abilities

- Sound knowledge of generally accepted accounting principles and theories, and accounting and financial control systems procedures.



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- Knowledge of investments and borrowing techniques, cash management practices, pension management, banking arrangements, and relationships.
- Knowledge of business administration, business planning, financial planning, and forecasting techniques.
- Project Management.
- Critical thinking and problem-solving.
- Sound judgment and decision-making.
- Ability to negotiate and secure funding.
- Ability to manage a budget.
- Excellent written and oral communication skills.
- Conducts business with internal and external clients in a tactful, discreet, and courteous manner.
- Maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment

- Five-day work week and work is performed in an office environment.
- Moderate to high stress due to workload.
- Occasional overtime.

Commitment Statement:

I serve the Kahnawake 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: _____