



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY**

**POSITION:** Cashier Clerk, Finance Unit

**DURATION:** Indeterminate, Full-Time  
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:** Monday, January 27, 2025 - 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](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website:  
[www.kahnawake.com/jobs](http://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'TÉNHSE RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

<b>Core Job Information</b>	
<b>Job Title:</b>	Cashier Clerk
<b>Division:</b>	Finance Unit
<b>Reports To:</b>	General Manager of Accounting
<b>Date of Job Description</b>	January 2025
<b>Purpose</b>	
<p>The Cashier Clerk is responsible for administering, monitoring, and maintaining the cash receipts functions of the Mohawk Council of Kahnawà:ke (MCK). Is responsible for performing other related duties and being functional in other positions within the Accounting Department.</p>	
<b>Roles &amp; Responsibilities</b>	
<p><b>To administer, maintain, and monitor the cash receipt functions for internal and external cashier clients.</b></p> <ul style="list-style-type: none"> <li>• Greets all internal and external cashier clients, resolves issues, provides information, and responds to inquiries.</li> <li>• Accepts all forms of client payments on behalf of the MCK.</li> <li>• Accepts, verifies, records, monitors, and balances transactions received by other MCK units.</li> <li>• Ensures receipts are issued, entered, and distributed accurately and appropriately.</li> <li>• Balances and closes cash receipt function accurately and accordingly.</li> <li>• Sorts, files, and organizes all receipts issued and forms of payments accepted.</li> <li>• Prepares, verifies, and completes bank deposits.</li> <li>• Maintains, records, and balances bank deposits ledger.</li> <li>• Ensures all payments, receipts, and records are secured each day.</li> <li>• Prepares journal entries.</li> <li>• Adheres to all audit requirements.</li> <li>• Ensures all aspects of the cashier function are processed, tracked, monitored, and controlled accurately and accordingly.</li> <li>• Enforces policy.</li> <li>• Investigates discrepancies.</li> <li>• Produces reports, as required.</li> </ul>	
<p><b>To perform other accounting-related duties</b></p> <ul style="list-style-type: none"> <li>• Registers clients for electronic fund payments.</li> <li>• Downloads and distributes statements, reports, and documents.</li> <li>• Performs data entry.</li> <li>• Prepares journal entries.</li> <li>• Performs various reconciliations.</li> <li>• Prepares, maintains, and distributes various spreadsheets.</li> <li>• Prepares, maintains, and tracks various spreadsheets.</li> <li>• Scans, e-mails, and distributes documents to other MCK units.</li> </ul>	



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- Produces reports, as required.
- Investigates discrepancies.
- Adheres to all audit requirements.
- Enforces policy.
- Assists Accounting Department team members and contributes to the team effort.
- 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.

### **To be cross-trained in Accounting Department functions**

- Undergoes training to be fully functional in Accounting Department positions.
- In consultation with immediate supervisor, develops a 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 the capability to perform all tasks.
- Assumes responsibilities of other accounting department positions as required.
- Answers Main Reception telephone lines, screens calls, and directs callers to appropriate personnel/department, when required.

*The statements herein reflect general details to describe the principal functions of 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**

- 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**

- Knowledge of bookkeeping and cash 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.



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- 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.
- 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 is required.

### Working Environment

- Five (5) day work week.
- Normal office environment.
- Moderate stress due to tight deadlines and 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 innovative 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: \_\_\_\_\_