



Job Title:	Business Analyst
Division:	Finance Department
Reports To:	Financial Analyst
General Description:	
The work time will be spent within the finance department in a team-based environment. The work will be dedicated to the development and analysis of the viability of business plans and business cases.	
Responsibilities may include but are not limited to	
<ul style="list-style-type: none"> • Developing complete business plans, cases and proposals • Developing business structure and financing options • Developing contacts and networking with the business sector • Analyzing financials and viability of business plans • Preparing recommendations to the Financial Analyst 	
Tasks to be completed during the 12 week period	
<ul style="list-style-type: none"> • Complete at least one business plan • Complete at least one business case 	
<i>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.</i>	
Education & Experience	
<ul style="list-style-type: none"> • Qualifies for the Kahnawake Summer Student Employment Program (KSSEP) • Enrolled or planning to enroll in University (1st and/or 2nd year) • Pursuing a degree program in Commerce or Business Administration is an asset • A major and/or minor in Finance, Accounting, Management, Economics or International Business is an asset 	

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

‘Isi Nīkaiō ‘tenhiseró:tens Ne Onkweshón: ‘a Rotiio ‘tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Specific Skill Sets

- Able to use Microsoft Office (Word, Excel, PowerPoint, Outlook etc)
- Critical thinker with analytical, organizational and communication skills
- General knowledge of current financial and economic environment and trends
- Entrepreneurship and business acumen is also an asset
- High level of integrity
- Conveys a professional and positive image and attitude
- Ability to communicate in the Kanien’keha and French languages is an asset

Working Environment

- Office environment with some travel and potential for telecommuting
- 32 hours per week - flexible
- Twelve (12) week contract - flexible

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.

Employee’s Signature:

Supervisor’s Signature:

Performance Management & Compensation Coordinator:
