



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

| | |
|----------------------------------|--|
| <u>POSITION:</u> | Assistant Financial Controller, Finance |
| <u>DURATION:</u> | Indeterminate, Full-Time Nine (9) Month Probation Period |
| <u>DESCRIPTION:</u> | See Attached Job Description |
| <u>SALARY:</u> | \$1,327.50 to \$1,457.25 Per Week |
| Hours of Operation | 8:30 a.m. to 4:00 p.m. |
| Hours per week | 37.5 hours per week |
| <u>DEADLINE FOR APPLICATION:</u> | Tuesday, April 22, 2025 - 4:00 p.m. |
| <u>REQUIREMENTS:</u> | ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE</u> 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:
<https://kahnawake.com/job-opportunities>

- 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 Indigenous 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'

| Core Job Information | |
|---|--------------------------------|
| Job Title: | Assistant Financial Controller |
| Division: | Finance Unit |
| Reports To: | Financial Controller |
| Date of Job Description | March 2025 |
| Purpose | |
| <p>Is responsible to assist with the day-to-day financial management and full-cycle accounting functions, including reporting and financial analysis.</p> <p>Assists in the contribution to Kahnawake's short and long-term financial planning by developing and implementing financial control, policy, and procedures.</p> <p>Assists the Financial Controller by providing technical support and advisory expertise in financial analysis, reporting, and budgeting.</p> | |
| Roles & Responsibilities | |
| <p>Manages the month-end closing process.</p> <ul style="list-style-type: none"> • Performs the major responsibility of month-end closing procedures. • Prepares journal entries. • Reviews Accounting functions month-end closings. • Ensures adherence to all audit requirements. • Ensures all aspects of the month-end process are conducted, tracked, monitored, and managed accordingly. • Enforces policy. • Triage month-end questions and inquiries and ensures follow-up. • Investigates discrepancies. • Conducts periodic reviews and produces reconciliation reports. • Ensures monthly checklist is completed. • Verifies key information monthly. • Liaises with MCK key leadership and external stakeholders, as required. • Assists in the coordination of the year-end audit process. • Ensures audit requirement files, documentation, and records are maintained, accessible, and available. • Acts as a resource to respond to audit inquiries. • Triage auditor requests and ensures follow-up. • Prepares journal entries. • Performs various reconciliations. • Prepares, maintains, and tracks various spreadsheets. • Prepares audit requirement schedules. • Reviews and analyzes draft financial statements. • Distributes financial statements, as required. • Ensures adherence to all audit requirements. • Ensures all aspects of the audit process are tracked, monitored, and managed accordingly. | |



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- Enforces policy.
- Investigates discrepancies.
- Liaises with MCK key leadership and external stakeholders, as required.

Assists with improving financial controls and other accounting issues/matters.

- Researches current financial control trends.
- Analyzes and makes recommendations to improve financial controls, as required.
- Prepares timely reports and schedules.
- Conducts accounting analyses and makes recommendations.

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

- Bachelor of Commerce or Business Administration, plus one (1) year relevant experience.
- OR
- DEC in Accounting, plus three (3) years relevant experience.
- OR
- DEP in Commerce or Bookkeeping, plus five (5) years relevant experience.
 - Certified Public Accountant (CPA) designation (or in pursuit of a CPA) is an asset.

Knowledge, Skills, Abilities

- Strong knowledge of generally accepted accounting principles and theories.
- Strong knowledge of accounting and financial control systems and procedures.
- Sound knowledge of financial analysis, planning, and forecasting techniques.
- General knowledge of current financial environment and trends.
- Advanced knowledge of Word, Excel, and Microsoft Office applications and the ability to learn various computer programs.
- Familiarity with accounting & financial software (i.e., SAGE, AccPac, The Exceptional Assistant (TEA), and other accounting software.
- Ability to assist in developing and implementing policy, procedures, and financial systems.
- Strong analytical, organizational, and time management skills.
- Excellent interpersonal and communication skills.
- Ability to work effectively both independently and as part of a team.
- Sound judgment and decision-making ability.
- Critical thinker.
- High level of integrity.
- Conveys a professional and positive image and attitude.



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- 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.
- Remote, virtual, and office environment.
- Stress and productivity pressure associated with very tight deadlines.
- The workload can be very heavy at times.
- Occasional overtime and weekend work.

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: _____