



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION:

Financial Project Manager, Finance

DURATION:

Fixed-Term, Full-Time

Nine (9) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

\$1,443.00 to \$1,630.13 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:**

Thursday, April 24, 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

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 RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

| Core Job Information | |
|---|-----------------------------|
| Job Title: | Financial Project Manager |
| Division: | Finance |
| Reports To: | Executive Financial Officer |
| Date of Job Description: | March 2025 |
| Purpose: <p>The Finance Project Manager will lead and manage critical financial projects within our organization.</p> <p>Oversees the planning, implementation, and tracking of specific projects with a primary focus on finance, ensuring they align with organizational goals and objectives.</p> <p>Works cross-functionally with finance and operations to drive effective project management and strategic initiatives.</p> | |
| Roles & Responsibilities | |
| Financial project management, communication, and reporting <ul style="list-style-type: none"> • Lead and manage financial projects from initiation to closure. • Define project scope, goals, and deliverables to align with business objectives, in collaboration with senior management. • Develop detailed project plans, schedules, and budgets to ensure timely and cost-effective project completion. • Establish project timelines, milestones, and deliverables using appropriate tools. • Collaborate with finance, accounting, and operations teams to gather project requirements. • Monitor project progress, identifying and mitigating risks or issues. • Ensure compliance with organizational policies, procedures, and regulatory requirements. • Implement best practices in project management and financial analysis to enhance efficiency. • Maintain thorough documentation of project processes, decisions, and outcomes. • Design processes to address identified problems and improve financial workflows. • Conduct project analysis to identify successful and unsuccessful elements, providing recommendations for improvement. | |
| Leadership and operational management <ul style="list-style-type: none"> • Lead project teams by providing clear direction, support, and motivation. • Coach, mentor, and supervise team members and contractors, ensuring accountability for assigned tasks. • Identify and resolve conflicts or issues within and between project teams. • Direct and manage the development of all finance-related projects from start to finish. | |



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- Develop and communicate best practices, techniques, and tools for project planning, execution, and management.
- Review budget proposals and recommend changes as needed to stay within financial constraints.
- Identify and manage project dependencies and the critical path to ensure seamless execution.

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 Finance, Accounting, Business Administration, or a related field.

AND

- Minimum of 5 years of experience in finance or accounting, with at least 2 years in project management roles, preferably in financial services, banking, or a similar industry.
- Recognized formal professional project management qualification (PMP or equivalent) is an asset.

Knowledge, Skills, Abilities

- Strong knowledge of financial analysis, budgeting, and forecasting principles.
- Proficient in project management methodologies (e.g., Agile, Waterfall).
- Excellent communication, organizational, and leadership skills.
- Advanced knowledge of Microsoft Excel and experience with financial software.
- Problem-solving and critical-thinking abilities, with a keen attention to detail.
- 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 in an office environment.
- Moderate stress due to workload.
- Occasional overtime.



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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: _____