



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY**

**POSITION:**

Credit Management Administrator, Finance Unit

**DURATION:**

Indeterminate, Full-Time  
Nine (9) Month Probation Period

**DESCRIPTION:**

See Attached Job Description

**SALARY:**

\$45,162.00 to \$51,012.00 per year.

Hours of Operation

8:30 a.m. to 4:00 p.m.

Hours per week

37.5 hours per week

**DEADLINE FOR  
APPLICATION:**

**Thursday, July 17, 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:

<https://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 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	
<b>Job Title:</b>	Credit Management Administrator
<b>Division:</b>	Finance Unit
<b>Reports To:</b>	Credit Manager
<b>Date of Job Description</b>	January 2025
<b>Purpose</b>  Administers and monitors the credit collection functions related to Housing Unit clients. Provides administrative support to the Credit Manager and acts as a liaison between MCK Finance and Housing, ensuring client collection files are well-managed, updated, and accurate.	
Roles & Responsibilities	
<b>Credit Management</b> <ul style="list-style-type: none"> <li>• To manage and implement the MCK credit management, credit approval, and collections functions related to Housing.</li> <li>• Develops and implements credit collection plans and repayment options.</li> <li>• Enforces the MCK credit collections policy.</li> <li>• Monitors the credit approval, collections, and updating process and investigates discrepancies.</li> <li>• Conducts periodic credit reviews as per the guidelines established.</li> <li>• Keeps up to date on all client accounts brought forward for collection.</li> <li>• Provides financial reports on the status of credit collection files.</li> <li>• Works with auditors to ensure collection files and information are accurate and documented as per GAAP and MCK policy.</li> </ul>	
<b>Credit Analyst</b> <ul style="list-style-type: none"> <li>• To perform evaluation and analysis on credit applications, overdue accounts, and repayment plan options.</li> <li>• Establishes credit scoring model and credit selection criteria.</li> <li>• Manages customer credit files.</li> <li>• Reviews and analyzes credit recommendations.</li> <li>• In collaboration with the Housing Unit, negotiates repayment terms and conditions with clients.</li> <li>• Works with credit collection agencies to recover accounts in arrears.</li> <li>• Recommends write-offs of bad debt.</li> <li>• Collaborates with Housing to perform follow-up with clients and other departments on problematic accounts and propose solutions.</li> </ul>	
<b>Credit Subject Matter Expert and Liaison</b> <ul style="list-style-type: none"> <li>• To liaise with internal and external departments, management, agencies, and other stakeholders related to MCK credit functions.</li> <li>• Provides guidance to various MCK Unit staff on established credit policies and procedures.</li> </ul>	



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- Develops working relationships with credit collection, reporting, and insurance agencies.
- Research & recommend rewards & penalties programs.
- Proactively collaborates and communicates with Housing and Accounting/Finance on issues and client files.
- Supervises the Credit Management Administrator.

***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 of relevant experience.
- OR
- DEC in Commerce, plus three (3) years of relevant experience.
- OR
- DEP in Accounting or Bookkeeping, plus five (5) years of relevant experience.
- OR
- High School Diploma, plus ten (10) years of relevant experience.

### Knowledge, Skills, Abilities

- Knowledge of MCK Housing Program policies and procedures.
- Knowledge of Generally Accepted Accounting Principles (GAAP) to maintain accounts and ledgers.
- Knowledge of how to maintain financial records to facilitate financial audits.
- Knowledge of Accpac, Excel, and The Exceptional Assistant (TEA) software.
- Credit evaluation skills.
- Negotiation skills and solution-focused thinking.
- The ability to multitask and maintain attention to detail.
- Must possess the following skills: interpersonal, leadership, problem solving, time management, strong oral and written communication, and negotiation skills.
- Ability to take initiative and follow through.
- Comprehensive knowledge of Mohawk Council of Kahnawà:ke's general office operations, policies, 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.



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- Ability to communicate in the Kanien'keha and French languages is an asset.
- The willingness to learn the Kanien'keha language is required.

### Working Environment

- Five (5) day work week in an office environment.
- Occasional overtime.
- Considerable stress and exposure to emotional, personal, and sensitive situations (social & family issues) requiring tact, discretion, and confidentiality.

### Commitment Statement

I serve the Kahnawà:ke 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: \_\_\_\_\_