



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION:

Housing Accounts Receivable Clerk, Finance Unit

DURATION:

Indeterminate, Full-Time
Six (6) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

\$41,574.00 to \$46,975.50 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:**

Friday, July 18, 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/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	
Job Title:	Housing Accounts Receivable Clerk
Division:	Finance Unit
Reports To:	General Manager, Accounting
Date of Job Description	July 2025
Purpose	
<p>Is responsible for administering, monitoring, and maintaining the Housing Unit accounts receivable functions of the Mohawk Council of Kahnawà:ke.</p> <p>Is responsible for managing the overdue accounts receivable and providing administrative support to the accounting department and is fully functional in all clerical and administrative positions within the accounting department.</p>	
Roles & Responsibilities	
<p>To administer, maintain, and monitor the Housing accounts receivable function.</p> <ul style="list-style-type: none"> • Creates, modifies, and monitors accounts for all housing programs receivable items. • Records invoices into proper accounts for all housing programs. • Updates customer profiles on a continuous basis to ensure accuracy. • Verifies all housing payments received from the cashier clerk/receptionist and credits the proper customer account. • Ensures invoices are accurately prepared and mailed within specified deadlines. • Contacts clients and/or housing department representatives for information and clarification as required. • Produces monthly reports within prescribed deadlines, ensuring that information is up to date and accurate. • Prepares copies of housing invoices and distributes them as required. • Responds to client inquiries. • Maintains and oversees all water and sewer customer accounts, responds to inquiries, and ensures accurate tracking of accounts. 	
<p>To manage overdue housing accounts receivable.</p> <ul style="list-style-type: none"> • Maintains and monitors a list of outstanding accounts. • Reviews all outstanding accounts at the end of each month, prepares and sends out reminders and/or notices of arrears. • Maintains an up-to-date filing system for invoices and billing information. • Investigates and corrects inconsistencies. • Liaises with housing representatives to ensure follow-up on delinquent accounts. • Develops and maintains effective filing and archiving procedures for accounts receivable invoice files. • Accurately records all billing and payment information on a timely basis. 	



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- Reports any major discrepancies to the immediate supervisor.

To provide administrative support within the accounting department.

- Assists the accounting department by maintaining records in a manner that facilitates the work of the auditors.
- Acts as a resource and contact person for auditor queries to explain current accounting practices and procedures.
- Provides specified accounting reports for annual audit and retrieves invoices/supporting documentation for audit review.
- Processes detailed customer transaction reports.
- Prepares and files trial balance and monthly receivable reports for auditors.
- Assists other accounting department team members and contributes to the team effort.
- Performs review and verification of weekly accounts payable batch, approves weekly accounts payable cheque run for release.

To be fully functional in all accounting department clerical and administrative positions

- Develops a realistic training plan with timeframes in consultation with the immediate supervisor.
- Ensures time is set aside from regular work duties to actively pursue and provide training in other positions.
- Keeps up to date on any changes in other accounting department positions and ensures the capability to perform all tasks.
- Acts as a replacement for the cashier clerk once a week during the lunch hour rotation.
- Assumes responsibilities of other accounting department positions as 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, plus one (1) year of relevant experience.
- OR
- High School Diploma, plus three (3) years of relevant experience.

Knowledge, Skills, Abilities

- Knowledge of Generally Accepted Accounting Principles (GAAP) to maintain accounts and ledgers.
- Knowledge on how to maintain financial records to facilitate financial audits.



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- Familiarity with accounting & financial software (i.e., Accpac, Excel, and the Exceptional Assistant (TEA) software.
- The ability to multitask and maintain attention to detail.
- Ability to work well under pressure.
- Ability to deal with a high volume of work accumulating every year.
- Ability to work with strict deadlines.
- Sound oral and written communication skills.
- Comprehensive knowledge of the 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. 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 in an office environment.
- Fast-paced office environment.
- Moderate to high stress due to strict/tight deadlines and workload.
- Occasional overtime.

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: _____