



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY – MCK/KSSEP 2026

<u>POSITION:</u>	Finance Generalist, Finance Unit
<u>DURATION:</u>	Fixed-Term, Full-Time
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$547.50 + MERCs (9.5%) Per Week (KSSEP RATE: D)
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	30 hours per week
<u>DEADLINE FOR APPLICATION:</u>	May 8, 2026 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE</u> THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED
	<ul style="list-style-type: none">✓ Letter of intent✓ Resume✓ Must register with Tawatohnhi'saktha KSSEP Program

APPLICATION: Forward your complete application via e-mail only to: Applications@mck.ca Contact person(s): Dawn Stacey, Manager of Recruitment & Staffing and/or Tracey Jacobs, Recruitment Specialist.

NOTE: All forms and requirements are listed on our website: www.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'TÉNHSÉ RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
SUMMER STUDENT	
Job Title:	Finance Generalist
Division:	Finance Unit
Reports To:	Director of Financial Services
Date of Job Description	July 12 2024
Purpose:	In collaboration with Finance Unit Managers, acts as a point of contact for the assigned functions. Implements programs and supports functions in reaching their objectives in order to protect and manage the financial integrity of the Mohawk Council of Kahnawà:ke (MCK).
Roles & Responsibilities	
Role Statement - Credit Management Administrator	
<ul style="list-style-type: none"> • Acts as a backup to the Credit Management Administrator in their absence • Administers, maintains, and monitors the Housing client credit management files • Prepares and processes client credit applications for review; 	
Role Statement - Finance: Provides technical support with	
<ul style="list-style-type: none"> • Assists with the initiation and coordination of the annual budget process • Assists with the preparation and implementation of the annual budget • Assists with the triage of incoming financial agreements 	
Role Statement - Accounting: Provides technical support with	
<ul style="list-style-type: none"> • Assists with the management of personnel files and performance management schedule • Assists with staff training requirements and schedule • Assists with preparing and managing the Accounting Department budget 	
<i>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.</i>	
Education & Experience	
<ul style="list-style-type: none"> • Must be registered with Tewatohnhi'sakta's KSSEP Program 2025 	



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- Must be a student in High School, CEGEP or University student continuing in the fall semester.

Knowledge, Skills, Abilities

- Knowledge of Microsoft Outlook and Teams, Accpac, Excel, Adaptive Insights, and The Exceptional Assistant (TEA) software's
- The ability to multitask and maintain attention to detail
- Critical thinking and problem solving
- Strong interpersonal, leadership, time management, strong oral and written communication, project management, research, and analytical skills.
- 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 is performed in an office environment.
- Moderate stress due to 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 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: _____