



<b>Job Title:</b>	Executive Financial Officer
<b>Division:</b>	Executive Office
<b>Reports To:</b>	Executive Director
<b>Name of Incumbent:</b>	TBD
<b>Purpose:</b>	Under the supervision of the Executive Director, the Executive Financial Officer governs over the Mohawk Council of Kahnawake's fiscal affairs. Establishes and directs fiscal strategy, policy, and standards. Sets and manages the global financial envelope based on community and Council priorities. The Executive Financial Officer ensures proper planning, implementation, management and control over all financial related activities with the goal of protecting the fiscal integrity and stability of the organization.
<b>Cultural Identity Attributes:</b>	A logical, systematic individual working in a specialized or technical area of business that enjoys challenging situations and has a strong desire to achieve results and is driven by success. Is accurate, shrewd, self-reliant, and inquisitive. A firm and assertive style is expected. Efficiency, stability, and security are highly valued. Possesses a high degree of integrity.
<b>Roles &amp; Responsibilities</b>	
<b>Determines organizational fiscal policy, standards and direction.</b>	<ul style="list-style-type: none"> <li>• Directs the global financial function of the MCK;</li> <li>• Issues directives and provides advice;</li> <li>• Issues and establishes fiscal policy guidelines and directives;</li> <li>• Determines and delegates financial authority and responsibility;</li> <li>• Advises, reports, and seeks endorsement from the Council of Chiefs, the Finance, Administration &amp; Operations Committee, and the Executive Office;</li> <li>• Works closely with the Executive Revenue Officer, as required.</li> </ul>
<b>Interprets and transcribes the Community and Council priorities to determine the organizational financial needs and fiscal envelope.</b>	<ul style="list-style-type: none"> <li>• Ensures execution of global financial planning and priorities throughout the organization;</li> <li>• Sets guidelines for strategic planning;</li> <li>• Ensures an integrated planning process;</li> <li>• Critiques assumptions and strategies of plans and projects;</li> <li>• Establishes vision with Council of Chiefs and the Executive Office;</li> <li>• Assesses risk and sets key performance indicators;</li> <li>• Financial forecasting and modeling, comprehensive financial planning;</li> </ul>



- Establishes financial goals.

**Ensures accountability, transparency and compliance protecting the financial integrity.**

- Directs quality control;
- Establishes financial targets;
- Determines reporting requirements and issues approvals;
- Protects the financial integrity of community funds through proper systems, processes and mechanisms.

**Establishes a fiscal relationship and communication strategies for financial disclosure.**

- Fosters and cultivates fiscal relationships;
- Acts as the MCK's financial spokesperson;
- Sets transparency standards;
- Communicates the financial plans and results.

*The statements herein reflect general details to describe the principle 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.*

**Accountability/Authority**

**The Executive Financial Officer has decision making authority in the following areas:**

- Decides on fiscal policy requirements and guidelines;
- Determines need for financial directives within organization;
- Defines and delegates financial authority within the organization;
- Sets the organizational financial standards;
- Seeks endorsement for Organizational fiscal policy;
- Establishes the fiscal vision, strategy and priorities with Executive Office and The Council of Chiefs;
- Determines organizational financial plan;
- Establish annual financial envelope and distribution of funds;
- Recommends use of surplus/deficit funds;
- Determines how to address macro level financial situations and issues;
- Determines the key financial performance indicators;
- Determines the expectations for appropriate controls, systems and mechanisms;
- Directs internal financial audits and reviews;
- Decides on reporting requirements;
- Leads and advises during negotiations for high level funding agreements;
- Establish necessary contacts and networking;
- Decides and intervenes on projects/files where financial impacts are foreseen;



- Ensures transparency standards/expectations with the community.

**The Executive Financial Officer is ultimately accountable for:**

- Delegated financial authority within the organization;
- Organizational financial standards;
- Determining acceptable financial risk limits, including market, credit, liquidity and operational risk;
- Usage of surplus/deficit funds;
- Key financial performance indicators;
- Appropriate controls, systems and mechanisms;
- Internal financial audits and reviews;
- Establishing contacts and networking;
- Development of a communication plan and strategy for macro level financial activity;
- To deal with internal and external clients in a tactful, discrete and courteous manner;
- To maintain confidentiality;
- To adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

**Education & Experience**

- Master's Degree in Business Administration, plus three (3) years relevant experience;
- OR
- Bachelor's Degree in Commerce/Business Administration, plus five (5) years relevant experience;
- OR
- High School Diploma, plus ten (10) years relevant experience;
- AND
- Completed MCK John Molson School of Business Program or equivalent.

**Specific Skill Sets**

- Up to date knowledge of current financial and economic environment and trends;
- Excellent verbal, analytical, organizational and written skills;
- Strong financial modeling and assessment skills;
- Thorough communication skills;
- Strong problem solving, crisis and risk management skills;
- Ability to exercise sound judgment and make difficult decisions to ensure financial stability;
- High level of integrity;
- Results oriented;
- Accuracy;
- Conveys a professional and positive image and attitude;
- Demonstrates commitment to continued professional growth and development;



- 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

- Occasional overtime may be required
- Five day work week and normal and/or virtual office environment;
- Moderate travel;
- Maintains a flexible work schedule to meet the demands of Executive Office;
- Considerable stress and productivity pressure associated with managing the Community's finances in conjunction with the MCK Finance team and any finance related issues requiring immediate attention.

### Competencies

Adaptability	Client & Team Relations	Communication	Language & Culture	Leadership
Mastery	Intermediate	Intermediate	Core	Mastery
Professional Capacity	Planning and Organizing	Quality Decision Making	Self-Management	
Mastery	Mastery	Mastery	Mastery	

### Commitment Statement

I serve my 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.