

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake



P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

KAHNAWAKE SUMMER STUDENT EMPLOYMENT PROGRAM (KSSEP) 2022

JOB OPPORTUNITY

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|---|---|
| <u>POSITION:</u> | Accounting Analyst Finance Unit |
| <u>DURATION:</u> | Twelve (12) Weeks – Full-Time (May 30 – August 19, 2022) |
| <u>DESCRIPTION:</u> | See Attached Job Description |
| <u>SALARY:</u> | Negotiable -Based on Tawatohni'saktha KSSEP rates LEVEL C or D – University - \$16.15 per hour |
| <u>HOURS PER WEEK:</u> | 37.5 hours (8:30 AM–4:00 PM) Monday-Friday |
| <u>DEADLINE FOR APPLICATION:</u> | Friday, May 13, 2022 4:00 p.m. |

REQUIREMENTS: **ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

- A **Signed Privacy Waiver** allowing a security check to be performed along with a **copy of a valid photo ID**
- **Letter of intent**
- **Resume**
- **Names and telephone numbers of three (3) references**

SPECIAL REQUIREMENTS: All applicants **MUST** be registered as a Student with the Tawatohni'saktha KSSEP.

PLEASE NOTE: Job descriptions can be obtained at www.Kahnawake.com website and www.KEDC.biz

We will only be accepting applications by e-mail at this time. Please forward your complete application via e-mail only to: Applications@mck.ca

Should you have any questions contact:
*Jessica Paul, Junior HR Generalist OR
Dawn Stacey, Manager of Recruitment & Staffing
Human Resources Unit*



| | |
|---|----------------------|
| Job Title: | Accounting Analyst |
| Division: | Finance |
| Reports To: | Financial Controller |
| General Description: | |
| <p>The majority of work will be spent within the Finance & Accounting departments. The work will be dedicated to providing technical support to the Financial Controller. Other works include providing analyses on existing financial processes to ensure efficient policies/procedures are implemented across the organization.</p> | |
| Responsibilities may include but are not limited to | |
| <ul style="list-style-type: none"> • Assists in the annual financial audit process; • Assists the Financial Controller with timely reports and schedules; • Conducts accounting analyses and makes recommendations; | |
| Tasks to be completed during the 12-week period | |
| <ul style="list-style-type: none"> • Prepare internal audit schedules; • Prepare three recommendations based on analysis of current processes; • Incorporate new Dayforce software system with Financial Controller; • Prepare monthly reports with the Dayforce software; | |
| <p><i>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.</i></p> | |
| Education & Experience | |
| <ul style="list-style-type: none"> • Qualifies for the Tewatohnhi'saktha KSSEP program; • Enrolled or planning to enroll in University; • Pursuing a degree program in Commerce or Business Administration is an asset; • A major and/or minor in Finance, Accounting, Management, Economics or International Business is an asset; | |



Specific Skill Sets

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook etc);
- Critical thinker with analytical, organizational and communication skills;
- General knowledge of current financial environment and trends;
- High level of integrity;
- Conveys a professional and positive image and attitude;
- Familiarity with accounting & financial software;
- Ability to communicate in the Kanien'keha and French languages is an asset;

Working Environment

- Remote office environment, with constant telecommuting;
- Minimum 30 hours per week up to maximum of 37.5 hours per week;
- Twelve (12) week contract, possibility to extend;

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.

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Employee's Signature:

Supervisor's Signature:

Performance Management & Compensation Coordinator:
