

Capital Cost Clerk/Administrative Assistant

Duration:

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

Division:

Capital Unit

Salary:

\$41,574.00 - \$46,975.50 per
year (37.5 hours per week)

Deadline To Apply:

Details

Purpose:

Provides an accounting/cost control service, in addition to administrative support to the Capital Unit projects of the Mohawk Council of Kahnawà:ke.

Roles & Responsibilities:

To accurately record, track and evaluate the revenue expenditures and variances for all the capital projects utilizing appropriate systems and computer software.

- To track actual up-to-date project costs of each capital project.
- Compare actual versus projected costs, determine variances, and produce reports.
- Provide budget information, project status, and progress information as requested from Unit.
- Advise the Director of Capital of any extraordinary expenses.
- Based on projected budgets, prepare monthly actual cash flows for all capital projects.
- To ensure that project costs are accurate and information is documented in a timely manner.
- Analyze areas where present account/control practices require improvements, research new/revised approaches, and recommend appropriate changes.
- Communicate with Accounting on the accuracy of all expenditures for the month.
- Prepare all cheque requisitions and forward to Accounting for processing.
- Maintain a file for each capital project that includes information on all activities for each project.
- Process timesheets for all capital employees weekly.
- Enter details into Dayforce, prepare reports, obtain approval from Capital Cost Analyst, and forward to payroll for processing.
- Process external and internal equipment and gravel tickets on a weekly basis and enter into the database, prepare reports of each type, and enter expenditure into project spreadsheets.
- Request purchase orders for all purchases by Capital.
- Ensure approval of all packing slips and invoices and identify account and project number for all orders.
- Enter all orders into a database.
- Verify quarterly with Accounting the status of incomplete purchase orders.

To provide administrative and reception support to the Capital Unit.

- Provide administrative support to the Unit, ensuring they are relieved of as much routine work as possible.
- Draft and prepare correspondence (letters, memos, reports, creates forms, etc.).
- Open, sort, log, and distribute mail for the unit, ensuring all internal and external mail is ready for pickup by the Mail Clerk in the morning and afternoon.
- Arrange for couriers and special delivery.
- Perform printing, photocopying, and scanning.
- Minute taking for capital unit staff meetings and preparing draft for approval by the Director of Capital.
- Establish and maintain a centralized filing system for the Capital Unit, ensuring files are properly organized, maintained, and kept in order.
- Issue tender documents and provide receipts upon return of the same documents to bidders, ensuring compliance with existing procedures.
- Provide information about programs and services to community members as requested.
- Greet and direct visitors for appointments, meetings, and to provide information as requested.
- For safety reasons, ensure that the reception area is always occupied.

- Answer telephone calls, screen calls, and direct callers to the appropriate individual.
- Record telephone messages, as needed.
- Check answering service and forward or respond to all messages, as needed.
- Stay informed of employees' whereabouts, and ensure that the attendance board is utilized.
- Ensure the office supply room is maintained and kept orderly and stocked.
- Ensure that the building is tidy and secure at the end of each day.

Education & Experience:

- DEC in Accounting or Bookkeeping, plus one (1) year relevant experience OR
- DEP in Secretarial Sciences, plus three (3) years relevant experience OR
- High School Diploma plus five (5) years relevant experience in Program/Project Management Techniques or Accounting and Bookkeeping.

Knowledge, Skills & Abilities:

- Ability to comprehend the MCK's general ledger listing and manage other financial information.
- Working knowledge of budgeting techniques.
- Ability to set up, monitor, and control multiple project accounts.
- Sound administrative and organizational skills.
- Sound oral and written communication skills.
- Comprehensive knowledge and advanced skills of computer-assisted programs (Windows, Excel, Word, Microsoft Access, Outlook, Internet, etc).
- Thorough knowledge and understanding of MCK Policies and Capital Unit procedures.
- Knowledge of administration and operational procedures.
- Sound time management skills.
- Attention to detail and accuracy.
- Good judgment and problem-solving skills.
- Ability to take initiative to ensure client satisfaction.
- Demonstrates professionalism, discretion, and courtesy when interacting with internal and external clients, fostering positive and respectful working relationships.
- Maintains confidentiality.
- Adhere to the MCK policies 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 in an office environment.
- Moderate stress due to workload.
- Occasional overtime.

Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. 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.

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

To Apply:

Email your applications with all the required documents to **applications@mck.ca**