

Finance Generalist

Duration:

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

Division:

Finance Unit

Salary:

\$996.75 - \$1,125.75 per week (37.5 hours per week)

Deadline To Apply:

Details

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:

Provides technical support to the Finance Unit (Finance, Accounting, Credit Management, Financial Control)

Credit Management Administrator:

- 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.
- Processes all collection payment information and ensures that all accounts balance.
- Produces accurate monthly reports within prescribed deadlines.
- Maintains, reviews, and monitors list of outstanding accounts on a monthly basis.
- Investigates and corrects inconsistencies and reports any major discrepancies.

Finance: Provides technical support with:

- 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.
- Assists with the preparation and implementation of external agreements.
- Conducts onboarding with new MCK employees in relation to the Finance Unit functions.
- To catalogue and inventory all Finance Unit policies, processes, procedures, forms, and templates.
- Triage questions and inquiries and ensures follow-up.

Accounting: Provides technical support with:

- 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.
- Develops internal communication plans and updates.

Financial Control: Provides technical support with:

- Assists with the month-end closing procedures.
- Assist with the preparation of journal entries, reconciliations, spreadsheets, and review of accounting functions month-end closings.
- Assists with the year-end audit process.
- Assists with the preparation of audit requirement schedules, files, documentation, and records.
- Performs other job-related duties as directed by Immediate Supervisor.

Education & Experience:

- Bachelor's Degree in Commerce or Business Administration, plus one (1) year relevant experience OR
- DEC or Certificate in Commerce or Administration, plus three (3) years relevant experience OR
- High School Diploma, plus five (5) years relevant experience with relevant training.

Knowledge, Skills & Abilities:

- Knowledge of MCK Program policies and procedures.
- Knowledge of Generally Accepted Accounting Principles (GAAP) to maintain accounts and ledgers.
- Knowledge of how to maintain records to facilitate financial audits.
- Knowledge of MCK Housing Program policies and procedures.
- Knowledge of Credit Management principles.
- Knowledge of Budget Planning & Management.
- Knowledge of Microsoft Outlook and Teams, Accpac, Excel, Adaptive Insights, and The Exceptional Assistant (TEA) software.
- Negotiation skills and solution-focused thinking.
- The ability to multitask and maintain attention to detail.
- Critical thinking and problem solving.
- Sound judgment and decision making.
- Ability to work under pressure and stress.
- Strong interpersonal, leadership, time management, strong oral and written communication, project management, research, and analytical skills.
- Ability to take initiative and follow through.
- 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 (8:30 a.m. to 4:00 p.m.) in an office environment.
- Remote, virtual work as required.
- 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**