



## EMPLOYMENT OPPORTUNITY

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### Financial Controller

**KSCS is seeking an experienced and responsible individual to join our team as Financial Controller. The successful candidate will lead and oversee key financial and accounting functions, including reporting, compliance, budgeting, audit coordination, and financial operations, while supporting KSCS's commitment to a trauma-informed, culturally sensitive workplace and community.**

Under the guidance and support of the Director of Financial Services, the Financial Controller is accountable and responsible for the proper management of the organization's day to day financial and accounting processes and financial reporting. Specific responsibilities may include oversight of the Finance Team, recommendation of financial policy, compliance, budget oversight, coordination of audit processes, regulatory and financial reporting, preparation and analysis of monthly financial statements, annual returns, and ensuring systems administration and maintenance.

#### Required Education & Experience:

- Master's Degree in Accounting, Commerce or Business Administration.  
OR
- Bachelor's Degree in Accounting, Commerce or Business Administration, five (5) to ten (10) years of experience in management and supervision in related field.  
OR
- Professional Management Designation or Accounting Professional Designation and five (5) to ten (10) years of experience in management and supervision in related field is an asset.
- A valid drivers' license and access to a vehicle is a requirement.

**Status:** Indefinite full-time position, with a 6-month probationary period.

**Salary:** Starting at \$48.92/hour.

**Schedule:** 35 hrs/week; must be willing to work flexible hours as necessary.

**If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:**

KSCS Human Resources at [humanresources@kscskahnawake.ca](mailto:humanresources@kscskahnawake.ca). You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at [www.kscs.ca](http://www.kscs.ca). Call 450-632-6880 for more info.

**Deadline to apply is:** Friday, June 19<sup>th</sup>, 2026 at 4:00 pm.

**GENERAL INFORMATION**

<b>Code:</b>	<b>F1</b>
<b>Job Title:</b>	<b>Financial Controller</b>
<b>Department:</b>	Finance
<b>Date of Job Description:</b>	October 23, 2015
<b>Date of Revision:</b>	May 2026
<b>Job Reports To:</b>	Director of Financial Services

This job description is developed within the context of a trauma-informed organization. It reflects KSCS’s commitment to fostering a safe, supportive, and inclusive environment for our employees and those we serve.

**JOB DESCRIPTION SUMMARY**

Under the guidance and support of the Director of Financial Services, the Financial Controller is accountable and responsible for the proper management of the organization’s day to day financial and accounting processes and financial reporting. Specific responsibilities may include oversight of the Finance Team, recommendation of financial policy, compliance, budget oversight, coordination of audit processes, regulatory and financial reporting, preparation and analysis of monthly financial statements, annual returns, and ensuring systems administration and maintenance.

The Financial Controller plays a critical role in fostering a supportive, compassionate, and inclusive workplace where employees feel valued, respected, and empowered to succeed. Through a trauma-sensitive approach and a strong commitment to legal and financial integrity, the Financial Controller helps cultivate a culture of trust, equity, compliance, and well-being while ensuring employees have the tools and support needed to contribute to a positive and resilient organization.

Decisions are based on significant analysis & interpretation within policy. Modifies methods, techniques & procedures to achieve results. Has full autonomy to deliver to predefined accountabilities. Technical output is trusted as accurate & sound.

**CORE RESPONSIBILITIES AND DUTIES**

Core Responsibilities	Duties
<b>Directs, manages and supervises the Finance Team Leader and oversees the day-to-day operations of the Finance department.</b>	<ul style="list-style-type: none"> <li>➤ Develops work plans and resource planning for the accounting team.</li> <li>➤ Prepares and manages the budgets for the Finance department.</li> <li>➤ Develops and implements procedures and/or controls to support service delivery, promote communication and adequate information flow within the teams, organization, and external organizations.</li> <li>➤ Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws; this includes recruiting appropriate staff, addressing complaints, resolving problems, training employees; directing specific work, appraising performance and, in collaboration with HR, in terminating employees, when necessary.</li> <li>➤ Sets performance and behaviour standards and objectives in the department.</li> <li>➤ Ensures the financial team are cross trained in key accounting functions.</li> <li>➤ Establishes regular staff meetings to support plans, communications, tracking of work and team building.</li> <li>➤ Establishes appropriate networks and resources to support the work of the Finance team.</li> <li>➤ Establishes Standard Operating Procedures (SOPs) consistent with the organization’s policies and objectives and ensures implementation.</li> <li>➤ Routinely evaluates and assesses the performance and results of overall functioning of the dept., identifies areas for improvement and implements changes.</li> </ul>
<b>Implements, controls and monitors all financial and accounting processes, analysis and reporting.</b>	<ul style="list-style-type: none"> <li>➤ Maintains timely and accurate financial reports and statements that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP).</li> <li>➤ Recommends, implements and ensures compliance with internal financial and accounting policies and procedures.</li> <li>➤ In collaboration with Financial Analyst, ensures systems administration and maintenance.</li> <li>➤ Maintains and improves financial accounting systems for cash management, accounts payable, accounts receivable, and petty cash.</li> <li>➤ Implements and monitors approved annual budget.</li> <li>➤ Reviews variance reports/financial statement and reports on variance as compared to budget, on a monthly basis.</li> <li>➤ Ensures sub-ledgers are reconciled.</li> <li>➤ Ensures month end, and other periodic, closing processes and checklists are developed, implemented and adhered to.</li> <li>➤ Ensures tracking and filing systems are well maintained and kept up to date.</li> <li>➤ Ensures the Financial Analyst is advised of weekly cash flow needs.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Assists the Director of Financial Services with financial reporting at Board meetings and provides advice to support the decision-making process, as required.</li> <li>➤ Acts as key representative on behalf of the KSCS for all banking matters.</li> </ul>
<b>Oversees the day-to day financial management and accountability of KSCS.</b>	<ul style="list-style-type: none"> <li>➤ Assists the Director of Financial Services in the preparation of short term and long-range plans and budgets based on broad organizational goals and growth objectives.</li> <li>➤ Assists the Director of Financial Services and Financial Analyst in the annual budget preparation and budget reviews processes.</li> <li>➤ Ensures financial statements are submitted on time to funding source.</li> <li>➤ Advises managers in applying budgeting procedures and to assist in interpreting and applying operational procedures in conjunction with financial policies.</li> <li>➤ Ensures employee requests/matters are properly dealt with (expenses, cash disbursements, etc.).</li> </ul>
<b>Supports the KSCS Management Team.</b>	<ul style="list-style-type: none"> <li>➤ Participates in KSCS Management team planning sessions and meetings.</li> <li>➤ Attends Directors' meetings, as needed, assists in planning and carries out any delegated follow up.</li> <li>➤ Ensures the Management team is well briefed on any opportunities, developments or changes that may arise.</li> <li>➤ Advises and guides Management team on policy and procedure.</li> <li>➤ Provides assistance in developing proposals for funding.</li> <li>➤ Ensures supervisory training on budgets, financial and management topics is provided.</li> <li>➤ Establishes appropriate networks and resources to support the work of the Management team.</li> <li>➤ Acts as project sponsor, project manager and Subject Matter Expert (SME) where required.</li> <li>➤ Acts as replacement for the Director of Financial Services and other Directors, as needed.</li> </ul>
<b>Manages and monitors all KSCS financial agreements.</b>	<ul style="list-style-type: none"> <li>➤ Ensures that approved funding agreements are duly processed and implemented.</li> <li>➤ Maintains a tracking system of all funding agreements to ensure all criteria and requirements of funding agreements are met and takes action for non-compliance.</li> <li>➤ Maintains contact, as required with respective Government agency liaisons in order to facilitate smooth flow of information and ensures that any issues are brought to the attention of the Director of Financial Services.</li> <li>➤ Manages and controls all borrowing and lending agreements and may occasionally be required to negotiate internal or external agreements.</li> </ul>
<b>Coordinates and manages the KSCS audit processes.</b>	<ul style="list-style-type: none"> <li>➤ Ensures preparation of all supporting information for the annual audit with the approved external auditor.</li> <li>➤ Works with auditor and finance team to ensure that preparation of required year end adjusting entries, documents, schedules, financial reports and statements for the annual financial audit are carried out effectively and efficiently.</li> <li>➤ Ensures bank info. and legal info. are produced.</li> <li>➤ Ensures timely finalization of audited financial statement.</li> <li>➤ Responds to audit queries.</li> </ul>
<b>Performs any other job-related duties as may be required by the immediate Supervisor.</b>	

#### COMMUNICATIONS

<b>Team Work:</b>	➤ Commonly requires a level of collaboration and cooperation to get work or projects complete.
<b>Advising:</b>	➤ Frequently provides information that must be understood and explained.
<b>Training:</b>	➤ Occasionally trains or gives information to stakeholders or clients.
<b>Leadership:</b>	➤ Frequently provides a high quality of leadership required in relation to internal and external partnerships.
<b>Negotiations:</b>	➤ Occasionally required to negotiate internal or external agreements.

#### ENVIRONMENTAL FACTORS

<b>Environment:</b>	➤ Regular work week, occasional flex
<b>Stress Factor:</b>	➤ Moderate stress with some periods of high stress
<b>Deadlines:</b>	➤ Numerous and tight deadlines

**ACCOUNTABILITY**

- To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives.
- To ensure the successful day-to-day management of Finance at KSCS.
- Fosters and maintains a positive image of KSCS by promoting a respectful and supportive environment for all employees and clients.
- Serves as a positive role model, maintaining a lifestyle that reflects the values of respect, integrity, and professionalism.
- Supervises employees with fairness, empathy, and efficiency, ensuring that staff receive training and guidance.
- To provide well-researched planning and accurate fiscal management of all KSCS Budgets.
- To maintain confidentiality practices.
- Delegated signing authority up to \$10,000.

**QUALIFICATIONS**

<b>Education and Experience Required</b>	<ul style="list-style-type: none"> <li>➤ Master’s Degree in Accounting, Commerce or Business Administration. OR</li> <li>➤ Bachelor’s Degree in Accounting, Commerce or Business Administration, five (5) to ten (10) years of experience in management and supervision in related field. OR</li> <li>➤ Professional Management Designation or Accounting Professional Designation and five (5) to ten (10) years of experience in management and supervision in related field is an asset.</li> </ul>
<b>Skills and Requirements</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of generally accepted accounting and internal control principles.</li> <li>➤ Knowledge &amp; experience with accounting systems.</li> <li>➤ Knowledge of government systems (local, regional, nation-aboriginal and mainstream) and funding sources.</li> <li>➤ Knowledge of investments and borrowing technique, cash management practices, pension management, banking arrangements and relationships.</li> <li>➤ Strong analytical, problem solving and decision-making skills to evaluate alternatives and provide recommendations on organizational issues.</li> <li>➤ Well-developed written and oral communications skills.</li> <li>➤ Good knowledge of computer programs (Word, Excel, etc.)</li> <li>➤ Experience in program development and planning.</li> <li>➤ Ability to craft articulate documents such as proposals, reports, briefs and correspondence that effectively communicate messages.</li> <li>➤ Ability to deal with the pressures and demands of living in the community and balancing personal and work life (if applicable).</li> <li>➤ Excellent knowledge of the Kahnawà:ke, its culture and the issues, concerns and socio-economic problems facing the community.</li> <li>➤ Sensitivity and openness to traditional native concepts and willingness to adapt services to reflect cultural differences.</li> <li>➤ Valid driver’s license and access to a vehicle.</li> <li>➤ Ability to work overtime on evenings and weekends, and travel, when required.</li> <li>➤ Ability to work with diverse teams.</li> <li>➤ Lifestyle reflects the values of a positive role model, prioritizing well-being and self-care.</li> </ul>
<b>Assets</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of Kanien’keha and French.</li> </ul>

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**Immediate Supervisor**

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**Incumbent**

\_\_\_\_\_  
**Date**