

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.
- Advised 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**