



MOHAWK COUNCIL OF KANESATAKE

Job Opportunity

Position: FINANCE MANAGER

Department: Finance

Type of Position: Permanent

Field of Activities:

Under the authority of the Mohawk Council of Kanesatake and under the direct supervision of the Finance & Administration Portfolio Chief, the Finance Manager is responsible for the necessary tasks pertaining to the administration of the Finance Department, which includes supervision of the Finance Department's staff.

** Job description is available upon request.*

Pre-Requisites:

1. Bachelor's degree in finance, business administration or related field with five (5) years experience preferably in a First Nations environment (an equivalent combination of relevant education and experience could also be considered).
2. Ability to guide, direct, supervise, and evaluate employees.
3. Knowledge of financial statements, accounting procedures, etc.
4. Excellent computer skills in Microsoft Word applications and accounting software utilized.
5. Excellent communication skills, both verbal and written, in English and French.
6. Possess excellent organizational and interpersonal skills.
7. Analytical and problem-solving skills.
8. Ability to multitask.
9. Must be able to maintain confidentiality.

Salary: According to MCK salary scales.

Probation Period: The successful candidates will be subject to a six (6) month probation period. Following the probation period, a performance evaluation will be conducted and upon successful completion, a confirmation of employment will be provided.

Applications: All interested candidates must submit their curriculum vitae, cover letter along with copies of diplomas and three current professional letters of reference, no later than **October 25, 2024**, to the attention of:

Human Resources
Mohawk Council of Kanesatake
681 Ste-Philomene
Kanesatake, Quebec JON IE0
humanresources@kanesatake.ca

- ▶ *Only the selected candidates retained for an interview will be contacted.*
- ▶ *Candidates must agree to undergo a Criminal Background Check.*
- ▶ *Priority given to Indigenous candidates.*