



**JOB POSTING
DIRECTOR OF FINANCE AND ADMINISTRATION
FULL TIME POSITION
EXECUTIVE SERVICES**

SALARY LEVEL: EX04 \$102,020.05

SUMMARY OF RESPONSIBILITIES:

The Mohawk Council of Akwesasne is a Community Government, elected by the eligible voters of the Mohawk Community of Akwesasne. Under the supervision of the MCA Executive Director, the Director of Finance and Administration is accountable for the leadership, management and deliver of MCA financial and administrative services, which are comprised of the following programs: Finance, Human Resources, Information Services, Communication, Operational Support and Planning and Analysis.

QUALIFICATIONS:

- Related University Degree (preference given to post-graduate degrees), preferably in management, business or public administration together with 5 years' senior management experience:
- Chartered Professional Accountant designation:
- Certified Aboriginal Financial Manager designation preferred:
- Experience in the management of programs/projects, administration, staff, program delivery, financial and human resource allocations; liaising with government officials, participating in committees affecting First Nations Governments:
- Experience leading community programs and services:
- Experience in developing partnerships and maintaining relationships with governments and community stakeholder groups: and
- Experience working with elected officials when dealing with complex and/or contentious issues and demonstrating an understanding of the political environment.

All interested applicants must submit a letter of interest, resume, and copies of all certificates/diplomas along with three references submitted on a consent to release reference check form (Contact Human Resources) **no later than 5:00 p.m., Friday, August 30, 2019 to:**

**Shayleen Thompson, HR Staffing Officer
Administration Building #1
Akwesasne, Quebec
H0M 1A0
Phone: (613) 575-2250, ext. 2147
E-mail: shayleen.thompson@akwesasne.ca**

- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- As a requirement of employment all applicants must show proof of having a Canadian Social Insurance Number.
- A criminal records check is mandatory.
- An eligibility list will be created for one (1) year.