



**JOB POSTING
ACCOUNTS PAYABLE/DISBURSEMENT OFFICER
FULL TME INDEFINITE HIRE
FINANCE
DEPARTMENT OF FINANCE & ADMINISTRATION**

**SALARY LEVEL: CL07 ST 2 \$44,348.33
DEADLINE TO APPLY: OPEN UNTIL FILLED**

SUMMARY OF RESPONSIBILITIES:

Under the direction of the Comptroller/Assistant Comptroller, The Accounts Payable/Disbursement Officer is responsible for the accounting, informational and supporting duties required to ensure the timely, effective, efficient and accurate financial, clerical and administrative operation related to the acquisition of goods and services for the organization.

QUALIFICATIONS:

- Completion of two (2) or three (3) year community college accounting major;
- One (1) – two (2) years of experience in the accounts payable/disbursements function in an automated accounting environment;
- Experience in a manual accounting function would be an asset.

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0