



**JOB POSTING  
CLAIMS SETTLEMENT COORDINATOR  
FULL TIME INDEFINITE HIRE  
EXECUTIVE SERVICES  
DEPARTMENT OF EXECUTIVE SERVICES**

**SALARY LEVEL: SP07 ST3 \$54,712.15  
DEADLINE TO APPLY: OPEN UNTIL FILLED**

**SUMMARY OF RESPONSIBILITIES:**

Under the direct supervision of the Associate Director, the role of the coordinator is to perform administrative functions as set out in the terms and conditions of the settlement agreement of various claims finalized by the Mohawk Council of Akwesasne. This position will act as a resource to the Council and to the various oversight bodies related to activities associated with the claims settlement process.

**QUALIFICATIONS:**

- Bachelor's degree in Business Administration, Accounting or Commerce with;
- Minimum of three years of experience working in the finance department of a private or public service organization
- Experience working with a firm that manages investment portfolios and trusts would be considered an asset.

**OR**

- Post-secondary diploma/degree in Business Administration, Accounting or Commerce with;
- Minimum of five years of experience working in the finance department of a private or public service organization
- Experience working with a firm that manages investment portfolios and trusts would be considered 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](mailto: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