



**JOB POSTING
COMPTROLLER
FULL TME INDEFINITE HIRE
FINANCE
DEPARTMENT OF FINANCE & ADMINISTRATION**

**SALARY LEVEL: EXE6 ST 3 \$104,736.80
UNDERFILL SALARY LEVEL: EXE6 ST 2 \$100,708.47
DEADLINE TO APPLY: OPEN UNTIL FILLED**

SUMMARY OF RESPONSIBILITIES:

Under the supervision of Director of Finance and Administration, the Comptroller is responsible for the daily operations of the Finance Program to ensure the assets of Council are secure. The comptroller is required to oversee the daily accounting operations and internal controls of the Mohawk Council of Akwesasne. The comptroller is also responsible to assist in ensuring success within MCA by giving management sound advice, and manage accounting activities with the aim of visibly reducing costs.

QUALIFICATIONS:

- Chartered Professional Accountant designation, and
- Degree in finance, business administration, accounting, or related field
- Five (5) years of management experience with at least two (2) years of accounting and/or auditing experience
- Experience with a public accounting firm, with objectives in auditing and supervision

OR

- Masters' degree in finance, business administration, accounting, or related field
- Three (3) years of management experience with at least two (2) years of accounting and/or auditing experience
- Willingness to obtain Chartered Professional Accountant designation within specified timeframe
- Experience with a public accounting firm, with objectives in auditing and supervision

UNDERFILL CRITERIA:

- Degree in finance, business administration, accounting or related field
- Seven (7) years of management experience with at least two (2) years of accounting and/or auditing experience
- Willingness to obtain Chartered Professional Accountant designation within specified timeframe

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