



**JOB POSTING**  
**ACCOUNTS PAYABLE/DISBURSEMENTS OFFICER**  
**FULL-TIME TERM (ONE YEAR)**  
**FINANCE**  
**DEPARTMENT OF FINANCE AND ADMINISTRATION**

**SALARY LEVEL: PAY BAND 4 \$55,325.54 - \$85,171.13 ANUALLY**

**DEADLINE TO APPLY: JUNE 17, 2025 BY 4:00PM**

**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. The maintenance and processing of all accounts payable transactions involves: detailed investigation, analysis, reconciliation, and review of supporting documentation as well as the careful monitoring of payments and expenditures; resolving and generating solutions for accounting issues raised, responding to information requests and ensuring that information from third parties is correctly interpreted and processed.

**QUALIFICATIONS:**

- Completion of college program in accounting or courses in bookkeeping, accounting or related business studies.
- One (1) or two (2) years of experience in the accounts payable/disbursements function

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

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. copy of Certificate of Indian Status or Secure Certificate of Indian Status (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.
6. All applicants must be able to travel to all northern portions of Akwesasne, including through the United States as necessary

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**