



# MOHAWKS OF THE BAY OF QUINTE

## KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE  
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0  
Phone 613-396-3424 Fax 613-396-3627  
Website: [www.mbq-tmt.org](http://www.mbq-tmt.org)

## EMPLOYMENT OPPORTUNITY

**Position Title:** [Finance Operations Analyst](#)

**Posting Type:** Internal/external

**Program/Department:** Finance Department

**Location:** Tyendinaga Mohawk Territory, ON

**Position Type:** Full Time

**Duration:** Permanent

**Posting Closes/Deadline:** July 10, 2022, at 11:59 p.m.

**Tentative Interview Dates:** TBD

**Salary Range:** Level C (\$49,982.40 ~ \$53,788.80)

### **About Us:**

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

### **Position Summary:**

Reporting to the Director of Finance this position is responsible for the preparation and monitoring of multiple program budgets, reconciliation of accounts, researching budget data, and providing procedural information to staff. Interactions occur with a variety of program managers, employees from partner organizations and funders to problem solve, dispense information and/or respond to requests for data to ensure the effective administration of MBQ finances and assets.

### **Reporting:**

This position will report to the Director of Finance and has no direct reports.

### **Summary of Main Responsibilities:**

- ☞ Responsible for implementing and overseeing the financial processes of the Finance Department
- ☞ Posts, reviews and balances subledger accounts, identifying and correcting errors in posting
- ☞ Provides proactive advice and analysis to line managers and team members
- ☞ Reconciles bank statements (computerized and manually) and company credit card
- ☞ Maintains fiscal recordkeeping and up-to-date information for multiple programs and subcontracts
- ☞ Assists management in preparing and modifying the program's annual budget and short-term contracts
- ☞ Review and observe department budgets
- ☞ Communication with third party stakeholders.
- ☞ Prepares monthly Statement of Earnings and General Ledger activity to each program
- ☞ Adjust and change the cost distribution according to the adjusted budgets or contracts
- ☞ Maintain cash/flow system for funding deposits

- ☞ Analyzes, interprets, researches and answers questions, monthly budgets and related subjects
- ☞ Assists with year-end and audit processes including, accounts payable and receivable accruals, journal entries to ensure financial transactions are accurately allocated to the correct period, verifies and distributes information for external auditors upon their request in relation to financial transaction processing
- ☞ Provide assistance to Finance Director for all other duties as requested.

**Requirements:**

- ☞ Diploma in Accounting or related field required
- ☞ Minimum of 2 years experience in accounting, finance or other related field
- ☞ A combination of education, training and experience may be considered
- ☞ Previous experience working in an Indigenous setting would be considered an asset
- ☞ Must provide a clear Criminal Record Check
- ☞ Valid Driver's License and clear driver's abstract

**Knowledge, Skills, and Abilities:**

- ☞ Proficient use of Sage 300 and other computer programs such as Microsoft Suite (including excel)
- ☞ Excellent organizational and time management skills with strong attention to detail
- ☞ Good analytical, discretionary and thinking skills
- ☞ Well developed interpersonal, public relations, communication and relationship building skills
- ☞ Knowledge of relevant local agencies and resources
- ☞ Knowledge of Generally Acceptable Accounting Principles (GAAP), Public Sector Accounting and other relevant accounting theories

**Behavioural Competencies:**

- ☞ Must be an empathetic and non-judgemental person
- ☞ Must maintain strict confidentiality
- ☞ Be honest, respectful, and trustworthy
- ☞ Possess cultural awareness and sensitivity
- ☞ Be creative and flexible
- ☞ Demonstrate sound work ethic
- ☞ Demonstrate keen attention to detail

**Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte  
24 Meadow Drive  
Deseronto, ON K0K 1X0  
ATTN: Careers

By Fax: 613-396-3627

By Email: [careers@mbq-tmt.org](mailto:careers@mbq-tmt.org)

For more information or a detailed job description, please contact email [careers@mbq-tmt.org](mailto:careers@mbq-tmt.org)

To find out more about Mohawks of the Bay of Quinte, please visit our website at [www.mbq-tmt.org](http://www.mbq-tmt.org)

- ☞ *Internal Postings are for members of MBQ or active employees only*
- ☞ *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- ☞ *MBQ is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- ☞ *Late applications will not be considered*
- ☞ *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- ☞ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*