Kahnawake Shakotiia'takehnhas Community Services

EMPLOYMENT OPPORTUNITY

Financial Services Administrator I

Accounts Payable, Accounts Receivable & Trust

KSCS is seeking an experienced Individual to provide payable, receivable, and general ledger services, third party administration, additional financial responsibilities, and preparation for the year end and audit.

Under the supervision of the Financial Controller, the Financial Services Administrator is responsible to provide Accounts Payable, Receivable, Trust Accounts and General Ledger services to KSCS.

Required Education & Experience:

- D.E.P. in Accounting, Secretarial, etc. with two (2) years related work experience.
  OR
- Minimum High School Diploma with five (5) years related work experience.
- Knowledge of Microsoft Office, AccPac, Desjardins Services and Internet.
- Excellent computer skills.
- Strong interpersonal skills
- Excellent organizational skills and ability to prioritize.

Status: Indefinite, full-time, six (6)-month probationary period.

Salary: Starting at $31.40/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at KSCS main reception or at www.kscs.ca. **Please call 450-632-6880 for more information and submit completed applications, online, to:** humanresources@kscskahnawake.ca.

Deadline to apply is: Friday, August 7th, 2026, at 4:00 pm.

GENERAL INFORMATION	
Code:	FI1
Job Title:	**Financial Services Administrator I** **Accounts Payable, Receivable and Trust Accounts**
Department:	Operations: Administration
Date of Job Description:	July 2016
Job Reports To:	Financial Controller

JOB DESCRIPTION SUMMARY

Under the supervision of the Financial Controller, the Financial Services Administrator is responsible to provide Accounts Payable, Receivable, Trust Accounts and General Ledger services to KSCS.

With general management supervision, independently applies learned skills and knowledge associated with the job family to complete diverse, moderately complex assignments within defined policy and according to objectives.

Checks and verifies cost accounting, account payable records, prepares invoices and vouchers, types, files, posts ledger and general journal entries, and/or balances accounts payable and accounts receivable records. Uses office automated systems to input data, generate reports, conduct specialized research projects and respond to inquiries. May reconcile difficult accounts. May maintain a complete and systematic set of transactions in a specific phase of accounting.

Provides administrative support in the collections process. Prepares outstanding accounts reports and gathers credit and/or reference information. Maintains database by entering, updating, and retrieving data, as well as formatting and generating reports. Assists in resolution of outstanding invoice problems from past due accounts. Responds to inquiries from customers or external collection resources. May place calls or send messages to those with unresolved issues.

Decisions based on significant analysis & interpretation within policy. Modifies methods, techniques & procedures to achieve results. Has full autonomy to deliver to predefined accountabilities. Technical output is trusted as accurate & sound. Technical output is trusted as accurate & sound. Seeks consultation or guidance as needed.

CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	**Duties**
Provides Payable Services.	➢ Obtains approval from Executive Director to research and update Treasury Board Rates. ➢ Maintains and processes all accounts payable transactions. ➢ Prints accounts payable vendor transaction batches and archives these. ➢ Updates accounts payable vendor transactions. ➢ Processes weekly check batches for vendor payment. ➢ Ensures vendor documentations are filed. ➢ Prepares cash disbursement forms, attaches invoices, purchase orders and relevant documents and enters departments and accounts to be charged.
Provides Receivable Services	➢ Maintains and processes all accounts receivable transactions. ➢ Prints accounts receivable vendor transaction batches and archives these. ➢ Updates accounts receivable vendor transactions. ➢ Prepares all cash and checks for deposits on a weekly basis and verifies with GL accounts. ➢ Ensures vendor documentations are filed. ➢ Prepares and sends all Arrears letters. ➢ Direct Deposits (Funding Agreement) ➢ Processes monthly bank reconciliations.
Provides General Ledger Services	➢ Processes Financial Statements as per funding arrangements. ➢ Processes monthly Financial Statements for all Trust Accounts and Fundraising Accounts ➢ Processes monthly reconciliations of Accounts Payable vendor transactions and Accounts Receivable vendor transactions to General Ledger accounts. ➢ Posts and verifies all accounts receivable and payable batches into the General Ledger. ➢ Process A/P miscellaneous schedule including printing and posting. ➢ Process A/R advance schedule including printing and posting. ➢ Process A/R miscellaneous schedule including printing and posting.
Provides Third Party Administration.	➢ Maintains and processes all procedures for the Client Trust Accounts. ➢ Deposits all cash and checks pertaining to Trust Accounts. ➢ Prepares checks for all cash disbursements and invoices submitted by Case Workers. ➢ Prepares monthly Financial Statements to be reviewed by Case Workers, then adjusts budget as finances permit.
Performs additional financial responsibilities.	➢ Prints out monthly financial reports for each program. ➢ Sets up and updates budget files for each program. ➢ Prepares and sends out final reports to funding agencies based on funding agreement report dates. ➢ May be required to provide Purchase Order numbers to the KSCS services areas

Audit Preparation & Year End	➢ Process General Ledger details including printing and posting. ➢ Process Trial Balance including printing and posting. ➢ Process General Journal Entries including printing and posting. ➢ Process Tax refund schedule including printing and posting. ➢ Performs year end closing in consultation with Financial Controller and Management. ➢ Prepares all schedules as per audit client assistance package pertaining to Accounts Receivable, Accounts Payable, General Ledger and Bank Services. ➢ Meet with Auditors and be available to provide assistance throughout audit period.
Performs any other job-related duties as may be required by the immediate Supervisor.	

COMMUNICATIONS	
Team Work:	➢ Commonly requires a level of collaboration and cooperation to get work or projects complete.
Advising:	➢ Commonly provides information that must be understood and explained.
Training:	➢ Occasionally required to train or give information to stakeholders or clients.

ENVIRONMENTAL FACTORS	
Environment:	➢ Regular work week, occasional flex.
Stress Factor:	➢ Moderate stress with some periods of high stress.
Deadlines:	➢ Some tight deadlines (unplanned).

ACCOUNTABILITY
➢ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives. ➢ To ensure the provision of a successful administration of benefits service. ➢ To ensure the provision of effective accounts payable and receivable services. ➢ To ensure the provision of effective monthly reports to each program. ➢ To maintain confidentiality practices.

QUALIFICATIONS	
Education and Experience	➢ DEP in: Accounting, Secretarial, etc. with two (2) years related work experience; ➢ Minimum High School Diploma with five (5) years related work experience.
Skills and Requirements	➢ Knowledge of Acc Pac and Excel, Desjardins Services and Internet ➢ Excellent computer skills. ➢ Ability to meet deadlines commonly need to be met on accounts payable check day, at month end and at year-end. ➢ Knowledge and/or experience with supervision. ➢ Ability to work under pressure and meet deadlines. ➢ Ability to multitask. ➢ Ability to professionally respond to inquiries from clients and/or staff. ➢ Ability to calm situation(s) if need be. ➢ Ability to work independently and in a team setting. ➢ Ability to use discretion when handling confidential documentation. ➢ Strong verbal and communication skills. ➢ Strong interpersonal skills. ➢ Strong organizational skills and ability to prioritize. ➢ Strong mathematical skills. ➢ Lifestyle must reflect that of a positive role model.
Assets	➢ Knowledge of Kanien'keha language. ➢ A valid driver's license and access to a vehicle.

Immediate Supervisor **Incumbent**

Date