



Tehsakit'sen:tha

Kateri Memorial Hospital Centre

P.O. Box 10, Kahnawake, QC J0L 1B0

Tel: (450) 638-3930 Fax: (450) 638-4634

www.kmhc.ca

Internal/External Job Opportunity

Kateri Memorial Hospital Centre is located in the vibrant Mohawk Territory of Kahnawake. We have a 73-bed inpatient facility in a homelike environment and extensive outpatient services. KMHC is dedicated to strengthening the health and well-being of Onkwehshon:'a (people) and providing quality health and preventative care services.

POSITION

Accounting Analyst

Determinate (1 year Contract) Full-Time (35 hours per week)

JOB SUMMARY

The Accounting Analyst will report to the Manager of Finance and support Finance Department in recording and reporting accounting records. They will, while using independent judgment, execute a variety of accounting functions and activities to accomplish the specialized processing, maintenance, and control of financial accounts and records. They will execute the periodic accounting adjustments required to produce dependable accounting reports in accordance with generally accepted accounting standards and the policies and procedures of the hospital. They will perform accounting and other functions such as compilation, preparation, verification and actualization of various requests from the Director of Finance and will assist the Manager of Finance in various financial tasks.

REQUIREMENTS

Bachelor's Degree in Accounting or ten (10) years of accounting experience.

SALARY

In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 1105:

Echelon 1 \$29.31 to Echelon 18 \$48.62 per hour, depending on experience

DEADLINE

Friday, August 8, 2025 at 3:30 pm

APPLICATIONS

Please submit a complete application package which includes:

- ✓ Letter of Intent
- ✓ Resume
- ✓ Completed Application Form
- ✓ Proof of Educational Requirements

You can find the following documents on www.kmhc.ca/careers:

- Job Description
- Application Form

Submit applications to:

kmhc.hr.kahnawake@ssss.gouv.qc.ca

*Please note that preference will be given to Indigenous candidates.
Incomplete submission packages will not be considered.*

****Only selected candidates will be contacted.***



TITLE:	Accounting Analyst Group 108 Code 1105
DEPARTMENT:	Finance
SUPERVISOR:	Manager of Finance
STATUS:	Determinate Full-Time
EFFECTIVE DATE:	July 2025
REVISION DATE:	

JOB SUMMARY

The Accounting Analyst will report to the Manager of Finance and support Finance Department in recording and reporting accounting records. They will, while using independent judgment, execute a variety of accounting functions and activities to accomplish the specialized processing, maintenance, and control of financial accounts and records. They will execute the periodic accounting adjustments required to produce dependable accounting reports in accordance with generally accepted accounting standards and the policies and procedures of the hospital.

RESPONSIBILITIES

- Assist the Finance Manager in producing adjustments necessary for the preparation of periodic and annual financial statements.
- Support the preparation of the Ministry of Health and Social Services AS-471 and AS-478 annual reports.
- Assist in the production of reports required by financing bodies and tax authorities.
- Help maintain data warehouse parameters and assist with the extraction of financial reports.
- Support the Finance Department with the annual budget preparation process and assist in investigating budget variances.
- Assist with providing auditors the necessary information during the audit process.
- Support the creation and maintenance of procedures related to payroll, procurement accounting functions, and financial software modules (accounts payable, accounts receivable, fixed assets, and general ledger).

DUTIES

- Collaborate with payroll to help maintain the payroll software accounting plan table and financial software chart of accounts.
- Assist with specific accounting tasks such as bank reconciliations, amortization schedules, equipment write-offs, and accrual adjustments.
- Help import data from other information systems into the financial software using CSV files.
- Assists in the production of various reports on a periodic, monthly, quarterly and annual basis.

- Oversee the year-end payroll cut-off to ensure accurate reporting of expenses.
- Help classify data and record transactions following the chart of accounts.
- Review transactions for proper documentation
- Support the preparation of balance sheet account lead sheets for the audit process.
- Collect and analyze data from various sources for reporting purposes.
- Provide assistance to staff by responding to financial inquiries and explaining relevant regulations, policies, and procedures.
- Support the maintenance of fixed assets inventory in accordance with Certified Public Accountant (CPA) guidelines.
- Help compile data and assist in claiming reimbursement for fixed assets from the Ministry of Health, Foundations, and other financing sources.
- Compile and summarize departmental statistics for completing AS-471 and AS-478 reports.
- Attend training, workshops, and conferences for professional development, as agreed upon with the Finance Manager.
- Assist in providing training and guidance to replacement personnel when necessary.
- Maintain a clean and organized workspace.
- Perform other related office and finance duties as needed.

SCOPE OF RESPONSIBILITY

- Understanding we are a Health Institution providing care to our community is important for all clinical and non-clinical staff at KMHC.
- Understand that patient, visitors and staff safety requires all staff to participate in the KMHC Emergency Response Plan
- Respecting the policies and procedures is mandatory.
- We encourage our staff to carry out duties and responsibilities with limited supervision
- We encourage our staff to take decisions and establish work priorities on essentially procedure-oriented operations
- We require staff to work in a team setting
- The nature of our activities requires staff to develop multitasking abilities
- We require our staff to be vigilant and take responsibility to ensure a safe environment for all
- We require staff to declare all risk situations, near misses or accidents that are witnessed or discovered on KMHC premises

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

Bachelor's degree in Accounting or ten (10) years of accounting experience.

Language Skills:

Excellent verbal and written communication and interpersonal skills, in order to answer questions from clients and their families, managers, governmental agencies, and other organizational partners

Working knowledge of the French language will be an asset

Accounting Skills:

Ability to analyze and interpret financial reports and/or documents
Ability to organize information logically without errors
Ability to apply concepts of accounting
Ability to work with spreadsheet software
Ability to work with data warehouses

Reasoning Ability:

Ability to organize work and solve work related problems and to work independently
Ability of conceptualize complex information
Ability to work to deadlines

Physical Demands:

While performing the duties of this position, the employee is frequently required to sit, stand, walk, talk or hear
The employee is required to use hands, fingers, handle or feel objects, tools, or controls
The work environment is that of a health-care facility with air temperature control and moderate noise levels

Other Qualifications:

Proficiency in Microsoft Office
Knowledge of LGI Financial, Procurement and Payroll software an asset
Ability to work independently, managing tasks and projects with minimal supervision while meeting deadlines and maintaining high-quality results.
Ability to work in a team setting

Knowledge of Mohawk language, culture and history an asset

The employee shall perform the services outlined in the above job description, including any related or incidental duties and responsibilities that may be assigned to him/her at any given time.

Incumbent

Date

Manager

Date