



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 **Finance Technician – Accounts Receivable**
Indeterminate Full-Time 35 hours per week

JOB SUMMARY The Accounting Technician works under supervision while exercising independent judgment to perform a wide range of accounting, clerical, and technical tasks. This position is responsible for the specialized processing, maintenance, and control of financial accounts and records. Key duties include managing incoming payments, maintaining accurate financial documentation, and ensuring the timely collection of outstanding invoices. The role also supports account reconciliations, report preparation, and both monthly and year-end financial closures. In addition, the Accounting Technician fosters strong client relationships through clear communication and the efficient resolution of billing issues.

REQUIREMENTS DEC or Certificate in Accounting
DEC in Office Administration with successful completion of Accounting/Finance courses plus one (1) year of full-time accounting experience

SALARY In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 2101:
Echelon 1 \$27.07 to Echelon 12 \$36.14 per hour, depending on experience

DEADLINE Friday, December 26, 2025 at 3:30 pm

APPLICATIONS **Please submit a complete application package which includes:**

- ✓ Completed Application Form
- ✓ Letter of Intent
- ✓ Resume
- ✓ 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 Technician - Receivables Code 2101
DEPARTMENT:	Finance
SUPERVISOR:	Manager of Finance
STATUS:	Indeterminate Full-Time
EFFECTIVE DATE:	December 2025
REVISION DATE:	

JOB SUMMARY

The Accounting Technician works under supervision while exercising independent judgment to perform a wide range of accounting, clerical, and technical tasks. This position is responsible for the specialized processing, maintenance, and control of financial accounts and records. Key duties include managing incoming payments, maintaining accurate financial documentation, and ensuring the timely collection of outstanding invoices. The role also supports account reconciliations, report preparation, and both monthly and year-end financial closures. In addition, the Accounting Technician fosters strong client relationships through clear communication and the efficient resolution of billing issues.

RESPONSIBILITIES

- Adhere to KMHC and departmental policies and procedures in all work activities.
- Carry out assigned tasks for the Manager of Finance.
- Perform accounting and administrative functions with independent judgment.
- Enter financial data and complete account reconciliations accurately.
- Post, journalize, and verify the accuracy of general ledger entries.
- Execute month-end closing duties.
- Participate in the annual year-end financial audit.
- Provide courteous service to the public, KMHC clients, and their families.
- Act as a liaison with government agencies, auditors, and client insurance companies.
- Demonstrate attitudes and behaviors that ensure safe care and services.
- Maintain vigilance and take responsibility for ensuring a safe environment for all.
- Report all risk situations, near misses, or accidents observed or discovered on KMHC premises.
- Promote an approach to care that is respectful, compassionate, culturally appropriate, and responsive to the needs, values, beliefs, and preferences of clients and their families.
- Support mutually beneficial partnerships between clients and health care providers.
- Contribute to an environment that honors Indigenous beliefs, language, culture, and traditions.

DUTIES

- Prepare documents in accordance with standard practices and schedules.
- Prepare, issue, and track customer invoices in line with company policies.
- Record and reconcile incoming payments (checks, wire transfers, credit cards, etc.).
- Monitor outstanding accounts, follow up with clients, and escalate overdue balances when necessary.
- Perform monthly reconciliations of accounts receivable ledgers to ensure accuracy.
- Generate regular reports on receivables, aging, and collection status for management review.
- Respond to client inquiries regarding invoices, payments, and account balances.
- Ensure compliance with accounting standards, internal controls, and company policies.
- Collaborate with the finance team to support audits, month-end closing, and cash flow forecasting.
- Act as a liaison with government agencies and coordinate with clients for admissions.
- Provide accounting support to the Manager of Finance.
- Investigate and resolve discrepancies in accounting transactions.
- Assist with month-end closing and the annual financial audit.
- Verify data from source documents and entry forms.
- Reconcile ledger entries to ensure accounts remain balanced.
- Provide accounting information to faculty, staff, students, and external organizations.
- Maintain records through filing, retrieval, retention, storage, coding, updating, and purging.
- Provide support in the absence of Finance team members.
- Perform other related office duties as required.
- Draft internal and external correspondence and memorandums.
- Respond to employee and manager inquiries.
- Act in accordance with the KMHC Emergency Response Plan.
- Attend training, workshops, and conferences for professional or personal development as approved by the Supervisor.
- Provide training and guidance to replacement personnel.
- Maintain an organized and professional workspace.

SCOPE OF RESPONSIBILITY

- Knows the formal and informal departmental goals, standards, policies and procedures that may include some familiarity of other departments within the hospital, as well as those, which relate to Kateri's secondary entity Tsinitisi Aiesatakariteke
- Carries out duties and responsibilities with limited supervision
- Makes decisions and establishes work priorities on essentially procedure-oriented operations
- Required to work independently and in a team setting
- Required to multitask

QUALIFICATIONS/REQUIREMENTS

DEC or Certificate in Accounting

DEC in Office Administration with successful completion of Accounting/Finance courses plus one (1) year of full-time accounting experience

SKILLS AND REQUIREMENTS

- Strong knowledge of accounting principles and bookkeeping practices.
- Proficiency in accounting software (e.g., QuickBooks, SAP, Oracle)
- High proficiency in general computer applications (e.g. Outlook, Excel, Word)
- Ability to analyze and interpret business periodicals, technical procedures, and governmental regulations.
- Skilled in preparing and writing reports, business correspondence, and procedure manuals.
- Excellent written and oral communication skills, with the ability to present information clearly and respond to inquiries from managers, employees, and external representatives in a courteous manner.
- Strong problem-solving and analytical abilities, with sound decision-making skills.
- Competence in performing calculations such as discounts, interest, commissions, proportions, percentages, and other financial figures.
- Demonstrated ability to prepare, interpret, and reconcile financial reports and records.
- Exceptional attention to detail, organizational skills, and time management.
- Ability to work independently as well as collaboratively within a team environment.
- Strong communication and negotiation abilities for client and stakeholder interactions.
- Capacity to meet deadlines and manage multiple priorities effectively.

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 employee maybe required to lift and/or move up to 25 pounds

The work environment is that of a health-care facility with air temperature control and moderate noise levels

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