



Tehsakotitsén: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 DEC or DEP in Accounting plus relevant 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	Open Until Filled
APPLICATIONS	<p>Please submit a complete application package which includes:</p> <ul style="list-style-type: none">✓ Completed Application Form✓ Resume✓ Letter of Intent✓ Proof of Educational Requirements <p>You can find the following documents on www.kmhc.ca/careers:</p> <ul style="list-style-type: none">➤ 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:	December 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 maintain the payroll systems account coding structure and financial systems chart of accounts.
- Completes bank reconciliation, amortization schedules and accrual adjustments
- Assists with importing file within Finance software
- 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.
- Classifies data and record transactions following the chart of accounts and review

transactions for proper documentation

- Assists in delivering, training and developing training materials on budgeting tools and processes
- Support the preparation of balance sheet account schedules 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 Generally Accepted Accounting Principles (GAAP)
- 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
- We foster an approach to care that is respectful, compassionate, and culturally appropriate and competent, responsive to the needs, values, beliefs and preferences of clients and their family member, supporting mutually beneficial partnerships between clients, and health care providers
- Our work environment honors the wisdom of indigenous beliefs, language, culture and traditions.

EDUCATION/EXPERIENCE

- Bachelor's degree in Accounting
- DEC or DEP in Accounting plus relevant accounting experiences

SKILLS AND REQUIREMENTS

- Ability to analyze and interpret financial reports and/or documents Ability to organize information logically without errors
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information, written and verbal, and respond to questions from managers, employees and business representatives in a courteous manner
- Ability to interpret and prepare reports
- Excellent written and oral communication skills
- Strong knowledge of generally accepted accounting principles (GAAP) and financial theories
- Strong knowledge of accounting and financial control systems
- Strong problem solving and analytical skills focused on decision making
- Strong time management
- Strong computer skills
- Strong proficiency in Microsoft Word, Excel, Teams, Outlook
- Strong Organizational skills
- Ability to work independently and in a team setting
- Strong understanding of a procurement cycle

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