



FINANCE OFFICER

General Accountability

Under the direction of the Executive Director, the Finance Officer is responsible for maintain adequate accounting records for the Corporation and providing timely financial reports to the Executive Director prepared in compliance with the City of Ottawa Housing Branch guidelines and policies, formerly under the Canada Mortgage and Housing Corporation (CMHC).

Organization Structure

This position reports to the Executive Director.

Nature and Scope

The Finance Officer, under the supervision of the Executive Director, performs all accounting functions within the Corporation.

The incumbent is accountable for assisting the Executive Director in the budgeting and controlling of Gignul's financial resources by preparing appropriate and timely accounting and financial reports.

With the supports of the Accounts Payable Clerk, The Tenant Relations Officers and the Administrative Assistant, the Finance Officer will record all financial transactions of the Corporation in accordance with generally accepted accounting principles and practices.

The Finance Officer will ensure that an adequate filing system is maintained for all documents, vouchers, records and accounts to support every transaction. The Finance Officer will also ensure that proper back-up procedures are completed to safeguard all computerized financial records.

In performance of his or her duties, the Finance Officer must comply with the internal controls and procedures established by the Board of Directors of Gignul Housing.

Specific Accountabilities

1. Maintains computerized accounting records by project and produces monthly and quarterly financial statements indicating monthly and year-to-date revenue and expenditures. The statements are to be reviewed with the Executive Director and submitted monthly to the Board of Directors for approval.
2. Maintains complete and accurate monthly reports on arrears, issues notices of arrears to tenant and notices of returned cheques and follow-up collection and recommends collection action. Submits arrears report on a monthly basis to the Executive Director to be reviewed and presented to the Treasurer/Board of Directors. Prepares a monthly accounts receivable summary. Controls post-dated rental cheques.
3. Maintains files for unpaid invoices by project, prepares cheque requisitions for approval, verifies accuracy of invoices, agrees invoices to approved work requisition orders, prepares cheques to be signed. Ensures payment of invoices is made on time.
4. Maintains an adequate filing system for paid invoices.
5. Inputs invoices of monthly rents and rental payments using the Tenant Database.
6. Maintains reports on tenants last month rents and reconciles amounts on a monthly basis to financial statement balance.
7. Prepares monthly bank reconciliations for all bank accounts.
8. Oversee the preparation of regular payroll payments to all staff.
9. Prepares monthly cash flow budgets.
10. Assists Executive Director/Treasurer in the preparation of the annual budget.
11. Produces budget comparison reports on a monthly basis to be reviewed with the Executive Director and presented to the Board of Directors.
12. Ensures that a complete inventory list of office equipment and furniture is maintained for insurance purposes.
13. Prepares all statutory filings on a regular basis including GST claims, WSIB Reconciliations, Records of Employments and annual T4's and T4 summaries.
14. Ensure proper back-up of financial records on a regular basis and that back-up copies are safely stored.

15. Assist the auditors during the year-end audit and co-operate in implementing any suggested recommendations.
16. Performs any other reasonable task as assigned by the Executive Director.

Qualifications

The Financial Officer must possess the following:

- A thorough knowledge of accounting software packages, preferably Adagio, and must be familiar with the use of computerized spreadsheets.
- A thorough knowledge of accounting and budgeting requirements for non-profit housing projects operating under the City of Ottawa – Social Housing Program. This program has now been downloaded to the province of Ontario and further, to the City of Ottawa from the CMHC's 1986 Urban Native Non-Profit Housing Program.
- A thorough knowledge of the financial policies and procedures for the current program as described above.
- A thorough knowledge of generally accepted accounting principles.
- The Finance Officer must have a minimum of three years of experience in an accounting position performing similar functions and preferably in a non-profit environment. Ideally, the incumbent will be in the process of completing a CGA accounting designation.
- The person must have the ability to work with a minimum of supervision, must have performed accounting functions using an accounting software package, communicate effectively and must be highly organized.

Salary Range

Negotiable based on experience and budgetary constraints.

Bonding Requirements

The incumbent must be bondable.

To apply, send your resume and cover letter expressing your interest, and demonstrating how your qualifications meet our needs and why you are the best candidate for this position by the following methods:

- By e-mail: m.maracle@bellnet.ca
- By fax: (613) 232-1977
- By mail: 396 MacLaren Street
Ottawa ON K2P 0M8

Preference will be given to applicants of Aboriginal ancestry.

The deadline date to apply is **open until filled**. We thank all applicants for their interest but advise that only those selected for an interview will be contacted.