



GUELPH NON-PROFIT HOUSING CORPORATION

Requires a
Financial Coordinator

The position reports directly to the Housing Services Manager – Housing Services. The position is responsible for providing various financial activities for the Guelph Non-Profit Housing Corporation, including coordination and monitoring of the operating and capital reserve budgets and forecasts, financial reporting, payroll, rental and non-rental revenue, and accounting functions of GNPHC. All work is in accordance with established standards, policies and procedures including financial policies and procedures, Housing Services Act (HSA) and General Accepted Accounting Principles requirements. All liaisons with the GNPHC Board of Directors are made through the Housing Services Manager or as delegated.

The minimum qualifications for this position include:

- 2-3 Years post-secondary certification in Accounting or related field designation
- Minimum 3 years' experience in the business administration or accounting field.
- Thorough knowledge of computer software and database programs, with proficient use of financial databases and programs an asset.
- Excellent communication and organization skills.
- Knowledge and experience with applicable legislation (HSA, Business Corporations Act, MFIPPA, other).
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement with the Guelph Non-Profit Housing Corporation vaccination requirement, prior to commencing employment.

This position offers a comprehensive benefit package and a salary range of: \$71,640 to \$79,077.16 (2021 Compensation Grid).

Applicants are invited to submit a resume, clearly marked **Posting #168GNP-21 by Thursday, October 14 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. Information collected will be used in accordance with Municipal Legislation for the purpose of job selection.

For inquiries contact: Housing Services Manager at 519.824.7822 x 4340.

Guelph Non-Profit Housing Corporation is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





GUELPH NON-PROFIT HOUSING CORPORATION

JOB DESCRIPTION

Title: Financial Coordinator	Reports to: Housing Services Manager
County Department: Social Services – Housing Services	Date: September 2011 Revised: September 2021
Per Management Services Agreement between Guelph Non-Profit Housing Corporation and County of Wellington Housing Services	

MAIN FUNCTION:

The position reports directly to the Housing Services Manager – Housing Services. The position is responsible for providing various financial activities for the Guelph Non-Profit Housing Corporation, including coordination and monitoring of the operating and capital reserve budgets and forecasts, financial reporting, payroll, rental and non-rental revenue, and accounting functions of the Corporation. All work is in accordance with established standards, policies and procedures including financial policies and procedures, Housing Services Act (HSA) and General Accepted Accounting Principles requirements. All liaisons with the GNPHC Board of Directors are made through the Housing Services Manager or as delegated.

PRINCIPAL RESPONSIBILITIES and DUTIES:

- Responsible for all accounting activity of the Corporation, including accounts payable and accounts receivable.
- Work with Housing Services Manager in the preparation of and monitoring expenditures on an annual operating budget.
- Prepares bank and general ledger reconciliation of operating and capital accounts on a monthly basis and ensures completeness and reporting of any discrepancies for follow-up.
- Prepares and monitors investment account funds on a regular basis.
- Responsible for mortgage amortizations / Bankers' Acceptance payment and prepares mortgage / B.A. renewal documentation.
- Monitors revenue funds and collection through review and verification of tenant rent transactions and rent rolls, verifies monthly PAP, calculation of interest on rent deposit.
- Responsible for all non-tenant transactions (laundry revenue; rental of roof space; insurance claims, refund cheques).
- Processes receipts and payments from/to collection agency.
- Reconciles year-end write off of uncollectible accounts.
- Prepares and coordinates accounts payables, including processing invoices for contractors, utilities, taxes, administration, and other admin. requirements.
- Prepares and processes transactions and oversees the accuracy of invoices, cheque requisitions, payments and disbursements, including cash control, payments (i.e. includes PAP, automatic payments, etc.) expense allowances (i.e. travel), assets inventory, Insurance, subsidy payments (adjustments, expenditures, reconciliations).
- Prepares and monitors reports, including budget variances, monthly recurring expense summary, and others, on a regular and as required basis, preparation of reports to Management for review, and Board.
- Coordinates the preparation of the Corporation's annual operating and capital reserve budget in response to CMSM's annual subsidy approval based on the subsidy funding model.
- Coordinates and administers all facets of the Corporation's employee benefits and payroll services, including monitoring leave credits, processing bi-weekly payroll, maintain payroll data information,

calculate and process employee benefits, balances CPP, EI, WSIB, Income tax, other benefits, and deductions; and processes claims regularly.

- Analyzes current expenditures and forecasts future financial requirements.
- Prepares budgetary documentation for Management and staff as required.
- Monitors the budget on an ongoing basis and provides recommendations to Management on areas of restraint and regular variances.
- Prepares and coordinates year – end financial activities and processes.
- Prepares financial information for annual audit and Annual Information Return, and other corporate reports and requirements to Management.
- Coordinates annual audit and maintains records for audit purposes, liaises with auditor.
- Verification and reallocation of erroneous entries in Yardi. Calculation of HST on capital costs and preparation of fund transfers to/from capital reserves; reconciliation of capital costs, semi-annual HST rebates.
- Tracking of expenses/receipts related to grants from the County (IAH & IAH Rent Supplement).
- Preparation of Targeting Plan report for Tenant Placement.
- Preparation of the financial section of MPAC report and Sch.B of the SMAIR Report
- Preparation of separate audit file and budget for Paisley (subsidies; rent supplement; H.A. P. financial statements).
- Responsible for data entry in Yardi and other databases when upgrades are completed and as required.
- Other duties as assigned.

QUALIFICATIONS

- 2-3 Years post secondary certification in Accounting or related field designation
- Minimum 3 years' experience in the business administration or accounting field
- Thorough knowledge of computer software and database programs, with proficient use of financial databases and programs an asset.
- Excellent communication and organization skills.
- Knowledge and experience with applicable legislation (HSA, Business Corporations Act, MFIPPA, other)

OTHER

- Location: 138 Wyndham Street North
- Regular work week – 35 hours per week
- Salary Range: \$71,640 - \$79,077.16