



Victoria Park Community Homes is a private non-profit housing corporation with a dedicated team of Board volunteers and staff committed to strengthening individuals, families, neighborhoods and communities by providing stable quality affordable homes. We value a workplace environment in which employees take responsibility for their actions and performance; contribute to team efforts by offering help whenever it is needed; demonstrate integrity, respect and courtesy; and are committed to providing the highest quality of service.

We have an opening for a full-time, permanent
FINANCIAL ANALYST II

POSITION OBJECTIVES

To review and maintain all rent and subsidy accounts. To assist the Chief Financial Officer and the Manager Client Finances in the preparation of weekly, monthly, and annual reports.

CORE COMPETENCIES

The Financial Analyst II shall demonstrate the following core competencies required of all Financial Analysts:

- Analytical Thinking
- Thoroughness
- Managing Time and Meeting Deadlines
- Technical Skills / Technical Skill Development

FINANCE DEPARTMENT SPECIFIC COMPETENCIES

- Applies operational knowledge of revenue control to collect and report revenue
- Ensures efficiency and effectiveness of accounting information system, business processes, and financial controls
- Relates generally accepted accounting principles (GAAP) maintained by the broad financial operating environment of the organization and applies this knowledge in the preparation/analysis of financial statements and in other accounting circumstances
- Prepares and/or analyzes financial statement information for review by senior management as assigned

ESSENTIAL DUTIES & RESPONSIBILITIES

- Review and verify Tenant Rent Calculations prepared by Rental Coordinator and Rent Administrator
- Reconcile Monthly Tenant Subsidies for all Managed Clients. Prepare Monthly Subsidy Request as required.
- Review Accounts Payable and Accounts Receivable batches for Managed Clients
- Perform Month End Journal entries for the CFO and Manager Client Finances
- Assist CFO and Manager Client Finances with monthly reporting requirements
- Assist the other Financial Analysts in the preparation of monthly Subsidy Distributions Reports and Monthly Target Reports.
- Assist the Manager Client Finances with budget preparation and analysis for the Managed Clients.

- Provide monthly utility accruals to Manager Client Finances.
- Assist CFO and Manager Client Finances with year-end audit preparation and prepare all working papers for client properties. Possibilities of extension in future.
- Assist Manager Client Finances in preparation of Service Manager Annual Information Return reporting for the Managed Clients exclusive of Victoria Park Community Homes Inc.
- Maintain all MPAC in Tenant information in Yardi software computer program, and assist Financial Analysts with the preparation of the annual MPAC reporting for the managed projects.
- Attend client Board meetings and present financial reports. Possibilities of extensions in the future.
- Prepare all the annual statistical information reporting, i.e. SMAIR, and submit directly to Service Managers. Provide the statistical information required by the Annual Information Returns, for review by the Manager Client Finances or the CFO.
- Provide backup to the Financial Analysts during vacations and temporary absences.
- Assist the other Financial Analysts and the CFO as required.
- Perform data entry as required.
- Other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE, AND QUALIFICATIONS REQUIRED

- Be cheerful and personable.
- Be able to multi-task and set priorities.
- Possess excellent organizational skills.
- Possess ability to take direction from a number of staff and set priorities accordingly.
- Possess excellent ability to communicate both written and orally with others with proficiency in all aspects of office procedures.
- Possess the ability to maintain confidentiality, exercise good judgment, and discretion in dealing with confidential information or responding to inquiries.
- Possess knowledge and ability to work in Windows 10, Word, Excel, & Yardi Property Management Systems.
- Possess Community College diploma in Accounting or CPA Entry Level.
- Completion of ONPHA's RGI on-line Certificate within 1st year of hire.

SPECIAL REQUIREMENTS

- Be bondable and be prepared to execute a *Bondability Affidavit*.
- Successful candidate will be subject to a satisfactory Police Check at their expense.
- This position is open only to those legally entitled to work for any employer in Canada.

WORK ENVIRONMENT

- Regular hours of employment are 8:30 a.m. to 4:30 p.m. Monday to Friday with a substantial amount of work required outside regular hours.
- Occasional travel may be required.
- No-charge parking will be provided on-site (taxable benefit)
- The position is based at the Head Office located at 155 Queen Street North, Hamilton,
- Considerable time may be spent in front of a computer.

COMPENSATION

Starting Salary: \$44,227 per year

Benefits: Group insurance plan (extended Health, Dental, Life, Long-Term Disability, Travel, Accidental Death and Dismemberment; Employee Assistance Plan); company-matching pension plan; professional training and development opportunities. 3 weeks paid annual vacation to start, pro-rated for 2021 based on start date.

Interested and qualified applicants can submit their resume with cover letter by

8:00 a.m, Tuesday, October 12, 2021 to:

ATTN: Human Resources
Victoria Park Community Homes
155 Queen Street North
Hamilton, ON L8R 2V6

By email: Recruiter@vpch.com

Victoria Park Community Homes will accommodate people with disabilities throughout the recruitment and selection process. Applicants are requested to make their needs known in advance if accommodation is required.

We appreciate the interest of all applicants in employment opportunities with Victoria Park Community Homes. Only those selected for an interview will be contacted.

No phone calls or placement agencies, thank you.