



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, neighbourhoods 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**  
**FINANCE ADMINISTRATOR**

**POSITION OBJECTIVES**

The Finance Administrator is responsible for the administration and accuracy of all rents receivable for all managed clients and to support the finance department with reporting deadlines.

**CORE COMPETENCIES**

The incumbent will possess the following core competencies: Effective Communication; Initiative; Managing Time and Meeting Deadlines.

Finance Department specific:

- Demonstrates basic understanding of financial statement accounting principles, concepts and terminology
- Demonstrates basic understanding of the organization's accounting cycles, terminology and reporting timelines
- Understands and follows the organization's accounting policies and procedures
- Collects information/data to support financial statement preparation
- Contributes to financial statement analysis

**COMPENSATION**

**Starting Salary:** \$40,284 per year

**Benefits:** Group insurance plan (extended Health, Dental, Life, Long-Term Disability, Travel, Accidental Death and Dismemberment; Employee Assistance Plan); pension plan; Paid Time Off; professional training and development opportunities.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Monthly rent posting of rents and input of deposits are completed by the appropriate due dates.
- To assist the Staff Accountant with monthly journal entry processing.
- Administer the finance@vpch.com email account.
- Issuing annual tax receipts to tenants.
- Process Non-Sufficient Funds (NSF) cheques in a timely manner.
- Prepare bank deposits on a timely basis.
- Process monthly last month rent interest accruals and annual interest cheques to tenants.

- Responsible for the administration of Petty Cash Funds.
- Assist with the annual VPCON budget preparation.
- Assist with preparing the annual capital project reconciliations.
- Perform other duties assigned by the Chief Financial Officer and Staff Accountant, as required, which are unplanned or are of a transient nature and are consists with the above position, objectives or accountabilities.

## **EDUCATION AND EXPERIENCE**

- Must possess a grade 12 education and have successfully completed Community College Diploma in accounting or business

### **OR**

- A minimum of 3-5 years of experience in a related field.

## **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 work are 35 hours per week, Monday-Friday, between 8:30 a.m. to 4:30 p.m.
- The position is based at the corporate head office located at 155 Queen Street North, Hamilton, Ontario
- Underground parking is available on-site
- Considerable time will be spent in front of a computer

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

**Monday, August 8<sup>th</sup>, 2022 at 4:00 p.m. to:**

**[Recruiter@vpch.com](mailto: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.*