

Accountant**Locations:** Edmonton**Position Status:** Full Time (37.5 hrs. per week)**THE ORGANIZATION**

Métis Capital Housing Corporation (MCHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 2009** to provide **affordable, adequate and suitable** housing to moderate-income Indigenous families in Alberta. We currently have 370 units in 5 **urban centres**. MCHC employs over 40 full and part time staff; together we oversee tenant relations and property management needs for thousands of tenants. Unlike any other subsidized property management company in Canada, together with our sister organization Métis Urban Housing Corporation, we offer housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**.

For more information about Métis Capital Housing and its sister organization Métis Urban Housing Corporation (MCHC), visit our website at www.metishousing.ca

THE OPPORTUNITY

Métis Capital Housing Corporation is seeking a detail-oriented and analytical Accountant to join our Finance team. Reporting to the Director of Finance, the Accountant is responsible for delivering full-cycle accounting functions, advanced financial analysis, reporting, and compliance activities that support the organization's financial integrity and strategic decision-making.

This role plays a key part in ensuring accurate financial reporting, supporting budgeting and forecasting activities, maintaining compliance with accounting standards and funding requirements, and contributing to process improvements across the finance function. The ideal candidate is a collaborative professional who thrives in a fast-paced environment and operates with a high degree of autonomy.

KEY RESPONSIBILITIES

- **Financial Reporting & Analysis**—Prepare, analyze, and interpret monthly and annual financial statements, variance analyses, and management reports. Provide meaningful financial insights and recommendations to support organizational decision-making.
- **External Reporting**—Prepare and submit accurate and timely financial and program reports to funders, regulatory bodies, and other external stakeholders. Ensure compliance with funding agreements, reporting requirements, and applicable accounting standards.
- **Budgeting & Forecasting**—Assist in the preparation of annual budgets and periodic forecasts. Monitor financial performance against budgets and identify trends, risks, and variances.
- **General Ledger & Reconciliations**—Maintain the integrity of the general ledger through timely reconciliations of all balance sheet accounts. Investigate discrepancies and ensure compliance with accounting standards and internal policies.
- **Month-End & Year-End Close**—Support accurate and timely month-end and year-end close processes, including journal entries, accruals, and working papers.
- **Audit Support**—Coordinate with external auditors by preparing schedules, supporting documentation, and responding to inquiries.
- **Compliance & Internal Controls**—Ensure adherence to applicable accounting standards, regulatory requirements, and internal control policies. Maintain accurate, organized, and well-documented financial records.
- **Process Improvement**—Identify and implement opportunities to improve accounting processes, reporting accuracy, and operational efficiency.
- **Ad Hoc Projects & Analysis**—Provide financial modelling, analysis, and reporting support for special projects and strategic initiatives.
- **Community Relations**—Liaise with community associations, agencies, and stakeholders. Represent the organization at community events to enhance community presence and relationships. Participate in committees, task forces, and special projects as required.

Accountant

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QUALIFICATIONS***Education***

- Bachelor's degree in Accounting, Finance, or a related field.
- CPA designation (or actively pursuing) is strongly preferred.
- 5–7 years of progressive accounting experience, preferably within the non-profit or public sector.
- Proficiency with SAGE and Microsoft Dynamics 365 Business Central or similar ERP systems.
- Advanced Microsoft Excel skills are considered an asset.
- Strong understanding of Canadian accounting standards (ASPE or PSAS, as applicable).

Professional designation

- CPA is an asset.

COMPETENCIES

- Strong financial acumen and technical accounting expertise.
- Excellent analytical thinking and problem-solving abilities.
- High level of integrity, professionalism, and ethical judgment.
- Strong organizational and time management skills with the ability to manage competing priorities.
- Effective communication and stakeholder engagement skills.
- Demonstrated accountability and ownership of work outcomes.
- Commitment to continuous improvement and operational excellence.

WORKING CONDITIONS

- This position operates primarily in an office environment with a standard workweek. Occasional overtime may be required during peak periods, including month-end, year-end, and audit cycles.

WHAT WE HAVE TO OFFER YOU

- The opportunity to work with a non-profit Indigenous organization.
- Helping to make a difference in the lives of Métis citizens.
- A benefits plan including: health and dental.
- Generous vacation time
- Personal time off days
- Personal development
- Competitive compensation

HOW TO APPLY

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: recruitment@metishousing.ca. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.