

Accounting Technician—Tenant Administration — Métis Urban Housing Corporation

Locations: Edmonton

Positions : 1

Position Status: Full Time (37.5 hrs. per week)

THE ORGANIZATION

Métis Urban Housing Corporation (MUHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 1982** to provide **subsidized, adequate and suitable** housing to low and moderate income Indigenous families in Alberta. We currently have 507 units in 14 **urban centres** funded by the Federal Government through Alberta Seniors and Housing. MUHC 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, we offer housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**.

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

THE OPPORTUNITY

The Accounting Technician – Tenant Administration is responsible for financial tenant administration and other related tasks for Metis Housing. Other duties include verifying and preparing invoices and reconciling tenant A/R accounts while maintaining various A/R files—follow-up with collecting and allocating payments. Manage accounts receivable, record, and post all payments received correctly and promptly.

KEY RESPONSIBILITIES

Tenant Administration

- Accounts Receivable
 - Reconcile tenants' receivable accounts monthly.
 - Export PTM GL charges and A/R receipts monthly.
 - Submit information to Collections Agency for outstanding receivables.
- Export monthly PTM general ledger (GL) charges and A/R receipts.
- Submit delinquent accounts to collection agencies.
- Verify lease information and ensure alignment with PTM records.
- Process move-in/move-out documentation in PTM.
- Process and track tenant chargebacks.
- Assist in preparing financial reports for the annual audit and liaise with the external auditors as directed.
- From time to time, other duties or special projects may be assigned by management as needed to meet the goals and objectives of the dep. The employee will receive clear instructions and guidance to complete such assignments successfully.

Community Relations

- Liaises with community associations, agencies, and stakeholders.
- Represents the organization at community activities to enhance the organization's community profile.
- Participates in committees, task forces, and special projects as required.

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QUALIFICATIONS***Education***

- Post-secondary diploma in Business or Finance.
- Three years of related experience or a combination of education and relevant work experience is required.
- Experience in residential or commercial leasing is an asset.

Professional designation

- None

COMPETENCIES

- **Accounting Knowledge:** Demonstrates a sound understanding of GAAP and financial reporting practices.
- **Technical Proficiency:** Proficient in accounting software and tools including Microsoft Office, databases, and spreadsheets.
- **Analytical Thinking & Attention to Detail:** Strong analytical skills and accuracy in reviewing and preparing financial data.
- **Discretion & Confidentiality:** Maintains a high level of discretion when handling sensitive financial and personal information.
- **Knowledge of the Residential Tenancy Act:** Understands and applies relevant legislation to ensure compliance in tenant administration.
- **Cultural Competency:** Knowledge of and sensitivity to Indigenous cultures and the impacts of historical and contemporary issues.
- **Equity, Diversity & Inclusion:** Actively promotes inclusive practices and cultural awareness in the workplace.
- **Independence & Initiative:** Works with minimal supervision, demonstrating accountability and proactive problem-solving.
- **Communication Skills:** Strong written and verbal communication skills when interacting with internal and external parties.
- **Organizational & Time Management:** Prioritizes effectively and manages multiple responsibilities to meet deadlines.
- **Adaptability & Team Collaboration:** Maintains resilience under pressure and works collaboratively in a dynamic environment.

WORKING CONDITIONS

Works in an office environment; usually works a standard workweek. Some overtime may be required.

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 and other Indigenous peoples .
- A comprehensive benefits plan including: life insurance, disability, health, and dental.
- Generous vacation time
- Personal time off days
- Employer matching RRSP
- 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: hr@metiscapital.ca or by Fax: 587-855-6470. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.