

Director of Finance—Métis Urban Housing Corporation

Locations: Edmonton

Positions : 1

Closing Date: June 30, 2022

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 www.metishousing.ca

THE OPPORTUNITY

The Director of Finance develops, establishes, and maintains financial management procedures and internal controls for Métis Housing. Ensures compliance with all regulatory requirements as it relates to the company and non-profit laws and regulations.

KEY RESPONSIBILITIES

Working under the supervision of the Senior Director of Operations, the Director of Finance will perform the following job duties:

- Develops, implement, and ensures compliances with Métis Housing policies, procedures, and internal controls related to financial matters.
- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP).
- Develops annual operating budgets for Métis Housing.
- Ensure that all statutory requirements of the organization are met including WCB, Withholding Payments (CPP, EI), Income Tax, Goods and Services Tax (GST).
- Prepare all supporting information for the annual audit and liaise with the Audit Committee and the external auditors as necessary.
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, in-kind cash and credit control.
- Ensures bank and investment accounts are reconciled monthly.
- Review monthly results and implement monthly variance reporting.
- Manage the cash flow and prepare cash flow forecasts in accordance with policy.
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll to ensure accurate recording and presentation of revenues and expenses.
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.
- Ensure that assets are properly recorded, amortized, and disposed of as appropriate.
- Assist the Senior Director of Operations with financial reporting as required at the Board and Annual General Meetings.
- Oversee payroll preparation and administration.
- Oversee Home Programs delivery, including tracking and reporting on disbursements.
- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized.

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QUALIFICATIONS

Education

- University degree or college diploma in accounting, commerce or business management/administration.
- A minimum of 5 years of related experience or an equivalent combination of education and relevant work experience is required.

Professional Designation

- Chartered Professional Accountant designation is required.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles.
- Knowledge of federal and provincial legislation affecting non-profit organizations.
- Knowledge of provincial legislation on Employment Standards, WCB, GST including GST on new construction, Occupational Health and Safety, and Human Rights.
- Excellent verbal & written communication skills.
- Proficiency in the use of computer programs such as: Sage 300, MS Office, databases, spreadsheets, email and internet.

WORKING CONDITIONS

- Works in an office environment, usually works a standard work week, some overtime may be required during specific periods of the accounting cycle such as the annual audit.
- The incumbent will spend a significant portion of time using a computer, which can lead to muscle fatigue.

WHAT WE HAVE TO OFFER YOU

- The opportunity to work with a non-profit Indigenous organization
- A comprehensive benefits plan including: life insurance, disability, health, and dental
- Generous vacation time
- Generous Personal time off
- Employer matching RRSP to support retirement plans
- Personal development
- Competitive compensation
- Compensation for professional fees

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.