
Leasing and Contracts Officer—Métis Capital Housing Corporation

Locations: Edmonton

Positions : 1

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 it's sister organization Métis Urban Housing Corporation (MCHC), visit our website at www.metishousing.ca

THE OPPORTUNITY

The Leasing and Contracts Officer manages lease agreements and ensures compliance with internal processes and external agreements while supporting the Tenant Administration and Finance departments. The position is critical in monitoring tenant accounts, reviewing lease renewals, and verifying financial data accuracy.

KEY RESPONSIBILITIES

- Review and approve all lease renewals processed by the Accounting Technicians for accuracy, completeness, and adherence to the Residential Tenancy Act (RTA) and Corporate Policies.
- Review and approve all move-in and move-out transactions completed by the Accounting Technicians to ensure compliance with company policies and RTA.
- Ensure all departmental deadlines and financial processes are met between the Tenant Administration and Finance departments.
- Verify that all funding agreements related to tenant administration are appropriately adhered to.
- Monitor arrears and credits on tenant accounts, ensuring timely follow-ups with the Tenant Administration department.
- Verify and approve all debit and credit adjustments related to tenant records in the financial system.
- Review and approve all new vendor setups, including verifying banking information in PTM and Sage.
- Collaborate with internal teams to improve financial procedures and resolve discrepancies.
- Assist in audits and prepare annual financial reporting to funders as required.
- From time to time, management may assign other duties or special projects as needed to meet the goals and objectives of the department. 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 with in-house or off-site committees, task forces and special projects as required.

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QUALIFICATIONS

- **Education:** Degree in Property Management or Business Administration.
- **Experience:** Minimum of 5 years of experience in a non-profit industry, property management or housing administration. Experience in property management accounting is an asset.

COMPETENCIES

- **Technical Skills:** Proficiency in database, Microsoft 365 Dynamics, Business Central, and Microsoft Office (Excel & Word).
- **Professional Skills:** Knowledge of the Residential Tenancy Act in Alberta is an asset.
- **Financial Accuracy:** Ability to ensure accuracy of tenant records, lease renewals, and adjustments are recorded correctly and in compliance with policies.
- **Problem-Solving:** Skilled at identifying financial discrepancies, troubleshooting issues, and developing practical solutions.
- **Communication:** Strong verbal and written communication skills to convey financial information clearly to internal and external stakeholders.
- **Time Management:** Ability to handle multiple priorities, meet deadlines, and work efficiently under pressure.
- **Attention to Detail:** Ensures accuracy in financial records and compliance with organizational policies and external agreements.
- **Collaboration:** Works effectively with cross-functional teams, fostering a cooperative approach to financial administration.

WORKING CONDITIONS

Works in an office environment, usually a standard work week, some overtime and travel 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@metishousing.ca. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.