

Senior Accountant—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 Senior Accountant is responsible for providing full-cycle accounting that includes advanced financial analysis, reporting, and support to ensure the company's financial health and compliance. Working under the guidance of the Director of Finance, the Senior Accountant will manage complex accounting tasks, participate in monthly and annual financial close processes, and contribute to the preparation of budgets and financial forecasts. This position does not have supervisory responsibilities.

KEY RESPONSIBILITIES

Working under the supervision of the Director of Finance, the senior accountant will perform the following job duties, including but not limited to:

- **Financial Reporting & Analysis:** Prepare, analyze, and interpret monthly financial statements, variance reports, and other key financial documents.
- **Budgeting & Forecasting:** Assist in preparing budgets and forecasts, providing insights on financial trends and variances.
- **General Ledger Management:** Perform monthly reconciliations and manage general ledger accounts, ensuring accuracy and adherence to accounting standards.
- **Audit Support:** Collaborate with external auditors during audit periods by providing necessary documentation and explanations.
- **Compliance & Documentation:** Ensure compliance with financial regulations and standards, maintaining accurate and up-to-date documentation of financial transactions.
- **Accounts Reconciliation:** Review and reconcile balance sheet accounts to maintain financial accuracy and compliance.
- **Process Improvement:** Identify opportunities for process optimization within accounting functions and participate in initiatives to enhance financial reporting accuracy and efficiency.
- **Ad Hoc Analysis:** Provide financial analysis and support for special projects or reports requested by the Director of Finance or the Senior Director of Operations.

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:** Bachelor's degree in Accounting, Finance, or a related field.
- **Designation:** CPA designation or equivalent is considered an asset however, not a requirement.
- **Experience:** Minimum of 5-7 years of progressive accounting experience, preferably in a non-profit industry.
- **Technical Skills:** Proficiency with SAGE accounting software and Microsoft 365 Dynamics Business Central.
- **Soft Skills:** Exceptional attention to detail, analytical thinking, and the ability to work independently.

COMPETENCIES

- **Analytical Thinking:** Ability to analyze complex financial information, identify trends, and offer insights for business decision-making.
- **Problem-solving:** Skilled at identifying financial issues and developing effective solutions.
- **Communication:** Strong verbal and written communication skills to explain financial information clearly to stakeholders.
- **Time Management:** Ability to manage multiple priorities effectively and meet deadlines.

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 or by Fax: 587-855-6470. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.