



North Peace Housing Foundation

The **North Peace Housing Foundation**, a management body responsible for affordable housing for seniors and modest-income families, is seeking a suitable candidate to fill the position of:

Finance Coordinator ***Central Office – Peace River***

Reporting to the Director of Finance and Compliance, the Finance Coordinator supports the Foundation's financial operations by maintaining accurate financial records, processing and reviewing transactions, completing reconciliations, and supporting month-end, year-end, budgeting, reporting, and audit activities. The position ensures financial transactions and records are accurate and compliant with established processes and internal controls, escalating discrepancies as required.

Key Responsibilities:

- Review and process banking transactions, EFTs, receipts, and bill payments.
- Prepare bank reconciliations, recurring journal entries, and month-end reconciliations.
- Review payroll-related general ledger impacts and support payroll reconciliations.
- Coordinate with Managers to ensure accurate processing of monthly rent charges.
- Review accounts receivable and accounts payable activities and resolve transaction discrepancies.
- Prepare financial reports and support financial statement, provincial, and management reporting.
- Maintain fixed asset records and support capital tracking, amortization, and year-end reporting processes.
- Assist with budget development, monitoring, and operating, capital, and multi-year forecasting.
- Support audit, compliance, systems administration, and finance operations by maintaining records, providing backup coverage, and assisting with process improvements and financial system support.
- Other duties as assigned.

Qualifications:

- High school diploma or equivalent.
- Post-secondary diploma/degree in business, accounting, or a related field.
- Minimum three (3) years related experience.
- Completion or progression towards a professional accounting designation is considered an asset.
- Advanced knowledge of Microsoft 365, including Excel, Word and Teams.
- Equivalencies in education and experience may be considered.
- Experience working in the non-profit sector, specifically government/social housing, would be considered an asset.
- Completion of a current and acceptable criminal record check for the vulnerable sector as required by applicable legislation is mandatory.
- Experience working with accounting, payroll, or property management systems would be considered an asset.
- A valid Class 5 driver's license and a satisfactory driver's abstract are required.

Position Details:

- The Finance Coordinator generally works from 8:00 a.m. to 4:30 p.m. Monday to Friday, with an unpaid half-hour meal break. Occasionally, it may be necessary to alter this schedule due to after-hours program requirements, participation and delivery.
- Travel within the NPHF region may be required, at times using a personal vehicle.

For more information, interested individuals can visit www.nphf.ca and refer to the job description. Resumes, quoting competition number **2026-021**, can be e-mailed to employment@nphf.ca. This competition will remain open until a suitable candidate is found. The first review of applications will take place on **September 28, 2026**. We appreciate the interest of all applicants; however, only those selected for an interview will be contacted.